

# Deepings Swimming Club



## **JOB DESCRIPTION: VOLUNTEER CO-ORDINATOR**

**JOB TITLE:** Volunteer Co-ordinator

**RESPONSIBLE TO:** Management Committee

**SKILLS REQUIRED:**

- Approachable and Good Listener
- Confident and Effective Communicator
- Tactful and Discreet
- Well-organised and able to delegate
- Enthusiastic and a good motivator

**MAIN DUTIES**

- 1) Act as the main contact for all volunteers within the Club;
- 2) Get to know all club volunteers and potential volunteers by name.
- 3) Ensure that all jobs have a job description.
- 4) Supervise and oversee all volunteers and ensure new volunteers complete the Club Induction Checklist.
- 5) Liaise with the Chairperson and Home Gala Coordinator to ensure that all tasks required to run the club efficiently are carried out.
- 6) Develop, co-ordinate and implement the Club volunteer recruitment plan.
- 7) Liaise with the Development Officer, Club Mentor and Club Coach as to their course and volunteer requirements (or other similar positions within the club).
- 8) Awareness of the Sport England Volunteers Investment Programme (VIP).
- 9) Develop in conjunction with the Swim21 Coordinator and Home Gala Coordinator Volunteer packs and issue to all volunteers.
- 10) Advise the Welfare Officer of all new volunteers and ensure the Criminal Records Bureau paperwork i.e. disclosure application forms are issued to new volunteers.
- 11) Organise Social and Recruitment events for volunteers in collaboration with the Home Gala Coordinator and Social Secretary.
- 12) Liaise closely with the Home Gala Coordinator and Welfare Officer to ensure that each volunteer is aware of ASA Child Protection Policy and Procedures.
- 13) To follow and promote the ASA Child Protection Policy and ASA Code of Ethics.

**Signatures:** Officer \_\_\_\_\_ Date: \_\_\_\_\_

Chairperson \_\_\_\_\_ Date: \_\_\_\_\_