



Role Description - Staff Coordinator

Role

Co-ordinating the recruitment and organisation of volunteers within the club.

Skills

- Well organised and able to delegate
 - Enthusiastic and a good motivator
 - Approachable
 - Confident and effective communicator
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Main Duties

- Main contact for all volunteers
 - Get to know all club volunteers and potential volunteers by name
 - Ensure all jobs have job descriptions
 - Supervise and oversee all volunteers
 - Liaise with the Chairman to ensure all tasks required to run the club are carried out
 - Co-ordinate the implementation of the volunteers requirements
 - Liaise with the Development Officer and Gala Secretary as to their volunteer requirements
 - Liaise closely with the Child Welfare Officer to ensure that each volunteer is aware of the Child Protection Policy and Procedures
 - Awareness of the Sport England - Volunteers Investment Programme (VIP)
 - Ensure volunteers are directed to the ASA website for useful information on volunteering
 - Organise social and recruitment events for volunteers
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Commitment

Approximately two hours per week plus committee meetings.

Benefits to Self

Contribution to creating a better structure for volunteers within swimming and simultaneously helping your club by recruiting more volunteers.

I have read and understood the above role description and agree to carry it out to the best of my ability.

Signed (Susan Walsh) Date