

WORKFORCE CO-ORDINATOR**18****Role**

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

RESPONSIBLE TO: Club Chairman**Skills**

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

Main Duties

- Main contact for all volunteers
- Get to know all club volunteers and potential volunteers by name and where possible oversee volunteer actions
- Ensure all jobs have job descriptions
- Liaise with the Chairperson 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 Competition 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

Commitment

Determined by the club i.e. 1 to 2 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.

Further Development/Support

Volunteer Management Workshop

A 3-hour workshop to help you make the most of your volunteers

Provided by Running Sport

Tel: 0207 404 2224

Email: runningsport@coachwise.ltd.ukWebsite: www.sportengland.org/runningsport

How to Communicate Effectively

*A resource provided by Running Sport, available to download from their website www.sportengland.org/runningsport*Further training opportunities are available through the ASA Regional Training Network, for your nearest training centre visit the ASA website www.britishswimming.org or telephone the ASA on 01509 618700If you have any queries regarding volunteering within the sport contact your County Volunteer Coordinator, details available on the ASA website www.britishswimming.org > *Volunteers and Officials*

ASA Volunteer Contact

Matt Sturgess - ASA National Volunteer Coordinator

Tel: 01509 632254 Email: volunteering@swimming.org**Useful Websites**

ASA website

www.britishswimming.org

Sport England

www.sportengland.org.uk

Volunteering England

www.volunteering.org.uk

Millennium Volunteers

www.millenniumvolunteers.gov.uk

DO-IT

www.do-it.org.uk

CSV

www.csv.org.uk

Sports Coach UK

www.sportscoachuk.org**Signatures:** Officer _____ Date:

Chairperson _____ Date: