

JOB DESCRIPTION: VOLUNTEER COORDINATOR

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.
- 2) Get to know club volunteers and potential volunteers by name.
- 3) Ensure that all jobs have a job description.
- 4) Liaise with the Chairperson to ensure that all tasks required to run the club efficiently are carried out.
- 5) Liaise with the Head Coach and the Head Teacher of the Learn to Swim program as to their need for volunteers
- 6) Ensure volunteers are aware of training opportunities e.g. UKCC courses and CPD seminars.
- 7) Ensure new volunteers are welcomed and given information about the Club and Leisure Centre.
- 8) Liaise closely with the welfare officer to ensure that all volunteers are aware of ASA Child Protection Policy and Procedures, have been checked with the CRB and are given the opportunity to attend a seminar on “Safeguarding and Protecting Children”.
- 9) Abide by all policies and codes as required by the club, including the Club code of Ethics and Conduct and the ASA Code of Ethics
- 10) Follow and promote the ASA Child Protection policy.

Time Commitment:

Signatures: Volunteer _____ Date: _____

Chairperson _____ Date: _____