

ELLESMERE PORT AMATEUR SWIMMING CLUB

(Affiliated to ASA North West Region)

JOB DESCRIPTION: VOLUNTEER COORDINATOR.

JOB TITLE: CLUB VOLUNTEER COORDINATOR

RESPONSIBLE TO: Executive Committee

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

- Act as the main contact for all volunteers.
 - Identify all likely volunteers and discover their special interest or expertise.
 - Co-ordinate the implementation of the volunteer Recruitment Plan.
 - Ensure that all jobs have a job description, and that the volunteer understands the extent of commitment involved with the job.
 - Supervise, and oversee all volunteers as and when necessary.
 - Liaise with the chairman, to ensure all tasks required by the club are run efficiently, reporting to the Executive committee when new volunteers are introduced.
 - Liaise with the Welfare & Training Officers regarding any special requirements i.e. Child protection forms, and completion of CRB, also attendance at training courses.
 - Ensure that all volunteers are aware of the Child Protection Policy and Code of Ethics.
 - Encourage all volunteers to become involved in appropriate Club social events
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Time Commitment: Ongoing weekly responsibility

Signatures: Officer _____ Date: _____

Chairperson _____ Date: _____