

WANTAGE WHITE HORSE SWIMMING CLUB

Role Title: Workforce Co-ordinator

Skills:

Well organised and able to delegate

Enthusiastic and a good motivator

Approachable

Ability to communicate effectively

Objective/Purpose of Role:

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

Responsibilities/Activities

- Main contact for all volunteers
- Ensure all volunteers have job descriptions
- Supervise and oversee all volunteers
- Liaise with the chairperson and all relevant personnel within the club to ensure that all tasks required to run the club are carried out
- Co-ordinate the implementation and training of the volunteers requirements
- Liaise closely with the Child Welfare Officer to ensure that each volunteer is aware of the Child Protection Policy and Procedures
- Ensure volunteers are directed to the ASA website for useful information on volunteering
- Organise social and recruitment events for volunteers
- Ensuring information is available for Swim 21 Co-ordinator

Typically includes Liaising With

Volunteers

Chairman, Committee, Coaches, Child Welfare Officer, Swim 21 Co-ordinator

Indication of personal time spent performing task.

2 hours per week, plus Committee Meetings

Development/Support

Useful website;

http://www.sportengland.org/support__advice/volunteers.aspx