

Wandsworth Swimming Club

VOLUNTEER CO-ORDINATOR

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

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
- Responsible for arranging appropriate initial and ongoing training
- 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 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

As determined by the club 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' 'How to Communicate Effectively', resources provided by Running Sport, available to download from their website www.sportengland.org/runningssport. Further training is 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 618700.

If 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	ASA London	www.londonswimming.org
Sport England	www.sportengland.org.uk	DO-IT	www.do-it.org.uk
NSPCC	www.nspcc.org.uk	CSV	www.csv.org.uk
Volunteering England	www.volunteering.org.uk	Sports Coach UK	www.sportscoachuk.org
Millennium Volunteers	www.millenniumvolunteers.gov.uk		