



## WORKFORCE CO-ORDINATOR

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### **Role**

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

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### **Skills**

- 1 Well organised and able to delegate
  - 2 Enthusiastic and a good motivator
  - 3 Approachable
  - 4 Confident and effective communicator
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### **Main Duties**

- 1 Main contact for all volunteers
  - 2 Get to know all club volunteers and potential volunteers by name
  - 3 Ensure all jobs have job descriptions
  - 4 Supervise and oversee all volunteers
  - 5 Liaise with the Chairperson to ensure all tasks required to run the club are carried out
  - 6 Co-ordinate the implementation of the volunteers requirements
  - 7 Liaise with the Development Officer and Competition Secretary as to their volunteer requirements
  - 8 Liaise closely with the Child Welfare Officer to ensure that each volunteer is aware of the Child Protection Policy and Procedures
  - 9 Awareness of the Sport England – Volunteers Investment Programme (VIP)
  - 10 Ensure volunteers are directed to the ASA website for useful information on volunteering
  - 11 Organise social and recruitment events for volunteers
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### **Commitment**

Determined by the club i.e. 2 hours per week plus Committee Meetings

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### **Benefits to Self**

Contribution to creating a better structure for volunteers within Swimming and simultaneously helping your club by recruiting more volunteers.

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### 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.uk](mailto:runningsport@coachwise.ltd.uk)

Website: [www.sportengland.org/runningsport](http://www.sportengland.org/runningsport)

How to Communicate Effectively

*A resource provided by Running Sport, available to download from their website*

[www.sportengland.org/runningsport](http://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](http://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](http://www.britishswimming.org) > *Volunteers and Officials*

ASA Volunteer Contact

Matt Sturgess - ASA National Volunteer Coordinator

Tel: 01509 632254 Email: [volunteering@swimming.org](mailto:volunteering@swimming.org)

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### Useful Websites

ASA website

[www.britishswimming.org](http://www.britishswimming.org)

Sport England

[www.sportengland.org.uk](http://www.sportengland.org.uk)

Volunteering England

[www.volunteering.org.uk](http://www.volunteering.org.uk)

Millennium Volunteers

[www.millenniumvolunteers.gov.uk](http://www.millenniumvolunteers.gov.uk)

DO-IT

[www.do-it.org.uk](http://www.do-it.org.uk)

CSV

[www.csv.org.uk](http://www.csv.org.uk)

Sports Coach UK

[www.sportscoachuk.org](http://www.sportscoachuk.org)

Signed:



Name:

Frances Irvine

Date:

13/1/09