

VERULAM AMATEUR SWIMMING CLUB

(Affiliated to ASA East Region)

www.verulam-asc.org.uk

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
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MAIN DUTIES

- 1) Act as the main contact for all volunteers.
 - 2) Get to know all club volunteers and potential volunteers by name.
 - 3) Ensure that all jobs have a job description.
 - 4) Supervise and oversee all volunteers.
 - 5) Liase with the Chairperson to ensure that all tasks required to run the club efficiently are carried out.
 - 6) Co -ordinate the implementation of the volunteer recruitment plan.
 - 7) Liase with the Development Officer and Competition secretary as to their course and volunteer requirements (or other similar positions within the club).
 - 8) Become a member of Sport England VIP.
 - 9) Issue Volunteer packs to all volunteers.
 - 10) Administer the Criminal Records Bureau paperwork i.e. disclosure application forms.
 - 11) Organise Social and Recruitment events for volunteers.
 - 12) Liase closely with the welfare officer to ensure that each volunteer is aware of ASA Child Protection Policy and Procedures
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Time Commitment: (e.g.2 hours plus, per week)

Signatures: Officer _____ Date: _____

Chairperson _____ Date: _____

