

VERULAM AMATEUR SWIMMING CLUB
(Affiliated to ASA East Region)
www.verulam-asc.org.uk

WORKFORCE CO-ORDINATOR

Role

The primary role is to ensure that the Club has the correct number of Officials and Helpers are available for galas, as well as ensuring that the Door, Raffle and poolside drinks are organised.

Skills

- Well organised and able to delegate
 - Enthusiastic and a good motivator
 - Approachable
 - Confident and effective communicator
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Main Duties

- Work closely with the Volunteer and Training Co-Ordinators – the main contacts for all volunteers
 - Get to know all club volunteers and potential volunteers by name
 - Work closely with the Volunteer Co-Ordinator to ensure volunteers have job descriptions
 - Supervise and oversee all volunteers
 - Liaise with the Chairperson to ensure all tasks required to run the gala are carried out
 - Inform the Volunteer Co-Ordinator of any new volunteers to ensure the implementation of the volunteers requirements i.e. appropriate poolside induction, volunteer pack and CRB check form
 - Liaise with the Fixtures Secretary as to their volunteer requirements
 - Liaise closely with the Child 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
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Commitment

Determined by the club i.e. 2 hours per week 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.

Signatures:

Workforce Co-ordinator : _____

Date: _____

Chairperson: _____

Date: _____



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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

Website: www.sportengland.org/runningsport

How to Communicate Effectively

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

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 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

Sport England

www.sportengland.org.uk

Volunteering England

www.volunteering.org.uk

Millennium Volunteers

www.millenniumvolunteers.gov.uk

DO-IT

www.do-it.org.uk

CSV

www.csv.org.uk

Sports Coach UK

www.sportscoachuk.org

