



# WORKFORCE COORDINATOR

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## Role

Coordinating the recruitment and organisation of volunteers across the club.

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## Skills

- Approachable.
  - Enthusiastic, with a good knowledge of the sport and club.
  - Good motivator.
  - Confident and effective communicator.
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## Main Duties

- Work with the management committee to determine volunteer requirements across the club.
- Ensure all volunteer roles have job descriptions.
- Coordinate the recruitment of volunteers to cover the club's needs.
- Supervise and oversee all volunteers.
- Act as the main point of contact for all volunteers.
- Get to know all volunteers, and potential volunteers, by name.
- Liaise with the Welfare Officer to raise awareness of good safeguarding practices and child protection policies with volunteers through exposure to the NSPCC "Keep Children Safe in Sport" initiative.
- Ensure volunteers are aware of the ASA Volunteering Hub.
- Ensure volunteers are aware of the Sport England volunteering strategy.

*Please note that where these duties overlap with the those of the club's Teaching Coordinator, the management committee, directed by the Chairperson, will determine ultimate authority and responsibility.*

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## Commitment

An ongoing responsibility for dealing with volunteer matters.  
Attendance at monthly management meetings.

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## Benefits to Self

Contribution to ensuring an effectively resourced and well run club.

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