



# WORKFORCE CO-ORDINATOR

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## Role

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

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## Skills

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

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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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Print Name: .....

Signed: .....

Dated: .....