

WORKFORCE CO-ORDINATOR



Role

Co-ordinating the recruitment and organisation of volunteers, within

Skills

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

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
-

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.

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