



VOLUNTEER CO-ORDINATOR

Role

To co-ordinate the recruitment and organisation of volunteers within the club

Main Duties

- Main contact for all volunteers, with knowledge of potential volunteers
- Regularly liaise with Membership Secretary to keep volunteer database up-to-date
- Ensure that all jobs have relevant job descriptions
- Report to the Committee on a periodic basis about specific needs
- Liaise with the Chairperson to ensure that all tasks required to run the club are carried out.
- Ensure that volunteers receive relevant training for their task, including provision of club-funded external training courses as necessary
- Maintain a record of training course attendance
- Liaise with relevant Team and Open Meet Co-ordinators as to volunteer requirements for each gala/open meet
- Liaise closely with volunteers (Team Managers, door staff, officials etc) to ensure that all required gala/open meet duties are met in full
- Ensure that the relevant Gala File (provided by the Membership Secretary) is passed to a duty Team Manager for each gala/Open Meet. (This will contain the relevant emergency contact/medical details for the relevant swimmers and should be returned to you after the event)
- Liaise closely with the Child Welfare Officer to ensure that all volunteers have attended any requisite training courses
- Liaise with the Child Welfare Officer to ensure that all volunteers have the necessary CRB clearance and that these are up-to-date
- Oversee the club's recognition of volunteers programme and its links to ASA recognition schemes
- Ensure that volunteers are directed to the ASA website for useful information on volunteering
- Keep abreast of available training courses to fit requirements.

Please see the club website for links to resources to help you carry out your role.

All volunteers are expected to uphold club policies, especially the child protection policy