

Bicester Blue Fins

Job Description

VOLUNTEER CO-ORDINATOR

JOB TITLE: Volunteer Co-ordinator

RESPONSIBLE TO: Management Committee

SKILLS REQUIRED:

- Approachable and Good Listener
- Confident and Effective Communicator
- Tactful and Discreet
- Well-organised and able to delegate
- Enthusiastic and a good motivator

MAIN DUTIES

- 1) Act as the main contact for all volunteers.
- 2) Get to know all club volunteers and potential volunteers by name.
- 3) Ensure that all jobs have a job description.
- 4) Supervise and oversee all volunteers
- 5) Liaise with the Chairperson to ensure that all tasks required to run the club efficiently are carried out.
- 6) Co -ordinate the implementation of the volunteer recruitment plan
- 7) Liaise with the Development Officer and Competition secretary as to their course and volunteer requirements (or other similar positions within the club)
- 8) Become a member of Sport England VIP.
- 9) Issue Volunteer packs to all volunteers.
- 10) Administer the Criminal Records Bureau paperwork i.e. disclosure application forms.
- 11) Organise Social and Recruitment events for volunteers.
- 12) Liaise closely with the welfare officer to ensure that each volunteer is aware of ASA Child Protection Policy and Procedures