



# Redhill & Reigate Swimming Club

## Workforce Co-Ordinator - Committee Role

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### 1. Role of the Workforce Co-ordinator.

- A Workforce Coordinator is responsible for overseeing the volunteers and staff within a club, e.g. secretaries, coaches, committee member, officials and helpers, etc. The role of the Workforce Coordinator is not to line manage, but to ensure volunteers have a meaningful and enjoyable experience, to recruit the right volunteers to the right roles, and provide appropriate training, support and recognition, The Workforce Coordinator should report to the Club Chairperson/s.

### 2. The role entails the following:

- To coordinate and help organise training for the club workforce.
- To act as a main point of contact for volunteers and staff within the club.
- To be responsible for creating and implementing a Workforce Development Plan.
- To build effective relationships with all club volunteers and staff.
- To be responsible for leading the recruitment, induction and support of all club volunteers, in association with others.
- Liaise closely with the Child Welfare Officer to ensure that each volunteer is aware of the Child Protection Policy and Procedures