



GCSC WORKFORCE CO-ORDINATOR

Role

To co-ordinate the recruitment and organisation of volunteers within the club, to meet the needs of the club development plan.

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 volunteers are aware of the role description.
 - Update and maintain workforce database detailing roles undertaken.
 - Liaise with the Workforce Development coordinator to identify training needs.
 - 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 Open Meet Promoter, Lead Coach and Competition Secretary as to their volunteer requirements
 - Liaise closely with the Child Welfare Officers to ensure that each volunteer is aware of the Child Protection Policy and Procedures and have DBS as necessary.
 - Liaise with the Swim 21 coordinator to ensure that workforce database contains sufficient information for Swim 21 requirements.
 - Ensure volunteers are directed to the ASA website for useful information on volunteering
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Commitment

Determined by the club plans and activities i.e. 4 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.
