



Job Description

Workforce Co-ordinator

- To act as a main point of contact for Teachers and volunteers
- To be responsible for a Workforce Development Plan
- To coordinate and help organise training for the club
- To ensure volunteer positions have role descriptions
- To be responsible for the recruitment and induction of new staff and in conjunction with the committee, to recruit and provide induction to new volunteers
- To establish and manage a volunteer recognition programme

Signed	Date.....
Signed	Date
Chairman	Date.....

Roles for volunteers and resources available

<p>Volunteer role: Disability Awareness Training Opportunities: Sports coach UK</p>	<p>Volunteer role: Technical Official Training Opportunities: Club Timekeeper Judge Level 1 & 2 Starter & Referee</p>	<p>Volunteer role: Welfare Officer Training Opportunities: Time to Listen ASA Good Club Guide</p>
<p>Volunteer role: Teachers and Coaches Training Opportunities: www.britishswimming.org</p>	<p>Volunteer role: Young Volunteers Training Opportunities: ASA Good Club Guide (Captain) ASA Young Aquatic Organisers Award</p>	<p>Volunteer role: Competition Organiser Training Opportunities: ASA Good Club Guide (coming in 2008)</p>
<p>Volunteer role: Club administration roles</p> <ul style="list-style-type: none"> • Treasurer • Secretary • Chairperson • Fundraiser & Sponsorship • Press Officer <p>Training Opportunities: ASA Good Club Guide</p>	<p>Volunteer role: Workforce Coordinator Training Opportunities: ASA Good Club Guide runningsports</p>	<p>Volunteer role: Team Manager Training Opportunities: ASA Team Manager training modules 1 & 2 ASA Good Club Guide</p>

Source : British Swimming - Jan 2009