

VOLUNTEER COORDINATOR Role Descriptor

PURPOSE

To co-ordinate volunteers within the club programme.

MAIN FUNCTIONS AND DUTIES

- Act as the main contact for all volunteers and get to know all club volunteers and potential volunteers by name.
- Ensure that all roles have a role description.
- Supervise and oversee all volunteers
- Liaise with the Chairperson to ensure that all tasks required to run the club efficiently are carried out.
- Co-ordinate the implementation of the volunteer recruitment and retention plan
- Liaise with the Chair, Head Coach & Secretary as to their course and volunteer requirements (or other similar positions within the club)
- Issue Volunteer packs to all volunteers.
- Organise social and recruitment events for volunteers.
- Liaise closely with the Wellbeing & Protection Officer to ensure that each volunteer is aware of Scottish Swimming Child wellbeing & Protection Policy and Procedures

SKILLS / ATTRIBUTES

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

REQUIREMENTS

- Be a member of Scottish Swimming
- Sign and adhere to the Club's Volunteer Code of Conduct
- Attend appropriate training

TRAINING AND SUPPORT

Child Wellbeing and Protection in Sport Workshop (renewable every 3 years)

TIME COMMITMENT

Time commitment can vary dependant on size and nature of club, and events attending.