

Role Descriptor – Volunteer Co-ordinator

Purpose

To co-ordinate Volunteers and Swimming Technical Officials (STO's) for Club training / meets.

Main Functions and Duties

- Act as the main contact for, and get to know all club volunteers / potential volunteers by name
- Co-ordinate the implementation of a Volunteer Recruitment Plan
- Liaise with the Committee / Coaches with regard to volunteer requirements
- Liaise with the Midland District STO Convenor and distribute information on training courses / rule changes as and when required
- Liaise closely with the Club's Wellbeing & Protection Officer to ensure each volunteer is aware of Scottish Swimming Wellbeing & Protection policies / procedures.
- Ensure new volunteers have a valid PVG, complete a Self-Declaration, complete a CWPS course
- Maintain an accurate database of Club volunteers / STO's along with their qualifications and training requirements, monitoring expiry dates
- Liaise with the Digital Communications Officer to ensure opportunities for courses are distributed, encouraged and promoted
- Organise volunteers / STO's for meets, ensuring the minimum number of STO's to swimmer ratio is achieved
- Liaise with the Swimwear Co-ordinator to supply Club branded STO shirts and lanyards for poolside passes

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

- PVG Scheme Membership
- Be a member of Scottish Swimming
- Complete a Self-Declaration form
- Sign and adhere to the Club's Volunteer Code of Conduct
- Attend appropriate training

Training and Support

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

Time Commitment

- Can vary dependant on size and nature of club, and events attended.

NB: This is not an exhaustive list and can be adapted by the club.