



## **CLUB WORKFORCE COORDINATOR**

### **Role**

To recruit and retain volunteers for roles within the club

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### **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
  - Maintain a register of volunteer preferences and qualifications, e.g. timekeepers
  - Supervise and oversee all volunteers fulfilling roles at club events and championships
  - Liaise with the Club Secretary and Competition Secretary as to their volunteer requirements
  - Liaise closely with the Child Welfare Officer to ensure that each volunteer is aware of the Child Protection Policy and Procedures
  - Awareness of the Sport England – Volunteers Investment Programme (VIP)
  - Co-ordinate the implementation of the volunteers requirements regarding guidance or training and provide links to relevant committee/panel/ squad reps for role shadowing or application advice
  - Ensure volunteers are directed to the ASA website for useful information on volunteering
  - Organise social and recruitment events for volunteers
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### **Commitment**

Determined by the club and local needs and competition calendar

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