



Bletchley & District Swim Club

Affiliated to the ASA South East Region and the Oxon & North Bucks ASA

JOB DESCRIPTION: VOLUNTEER INVOLVEMENT COORDINATOR

RESPONSIBLE TO:

The committee for locating volunteers for the club, look after their interests, introductions and induction, and work towards a reward and recognition policy for all volunteers.

MAIN DUTIES

1. Assess the human resource needs for the club for general running and special events.
2. Recruit and recommend the appointment of volunteers to roles that suit them.
3. Organize the induction of volunteers.
4. Liaise with the club training officer & committee to ensure that all activities relating to any kind of training programs conform to the rules and regulations of the club and the ASA.
5. Review and support the progress of volunteers.
6. Maintain good communication channels between volunteers and the rest of the club.
7. Develop policy on volunteering in conjunction with the rest of the club.
8. Ensure that volunteerism is addressed in the club's development plan.
9. Make volunteers feel recognized, needed and supported.
10. Ensure that the right person is found for the particular job.
11. Know the nature of volunteering and what motivates people to volunteer.
12. Know the role volunteers play in the organization.
13. Have a good working knowledge of the club's constitution and rules.
14. Be aware of the future directions of the club.
15. Liaise with the club treasurer/club training officer, next years training budget.
16. To follow and promote the ASA Child Protection policy.

Print Name: _____ **Time Commitment:** _____

Signatures: _____ **Date:** _____

Chairperson _____ **Date:** __