

JOB DESCRIPTION: VOLUNTEER CO-ORDINATOR

JOB TITLE: Volunteer Co-ordinator

RESPONSIBLE TO: Management Committee

SKILLS REQUIRED:

- 1 Approachable and Good Listener
- 2 Confident and Effective Communicator
- 3 Tactful and Discreet
- 4 Well-organised and able to delegate
- 5 Enthusiastic and a good motivator

MAIN DUTIES

- 1) Act as the main contact for all volunteers.
- 2) Get to know all club volunteers and potential volunteers by name.
- 3) Ensure that all jobs have a job description.
- 4) Liaise with the Chairperson to ensure that all tasks required to run the club efficiently are carried out.
- 5) Co -ordinate the implementation of the volunteer recruitment plan
- 6) Liaise with head coach on recruitment.
- 7) Issue Volunteer packs to all volunteers.
- 8) Liaise closely with the welfare officer to ensure that each volunteer is aware of ASA Child Protection Policy and Procedures
- 9) To follow and promote the ASA Child Protection & Code of Ethics policy

Signatures: Officer _____ Date: _____

Chairperson _____ Date: _____