

Job Description

Job title: Volunteer Coordinator

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1. Advertise and promote volunteer courses which are required for the day to day running of the club.
2. Maintain a list of new volunteers and the courses / roles they were interested in taking.***
3. Maintain a list of volunteers and the courses / roles they are booked on and/or actively working towards.***
4. Maintain a list of volunteers who are qualified in the roles / activities they are doing within the club. In conjunction with this, maintain a list of which qualifications expire per volunteer and arrange re-qualification courses as needed.***
5. Arrange and book courses using recognized, qualified external bodies for the clubs volunteers.
6. Liaise with the club Treasurer with regards to any course costs prior to booking courses.
7. Liaise with Membership Secretary, Registration Secretary and Welfare Officer to ensure all new volunteers are correctly logged/registered for the roles they are taking up.
8. Liaise with the Coaching / Teaching Sub Team, Fixtures Secretary, Competition Secretary, H&S and Welfare Officers with regards to what volunteer positions are required or open within the club
9. To follow and promote the ASA Child Protection Policy.

NOTE : *** can be done using the clubs online Admin System.

Requirements:

The ideal applicant will have good organisational and communication skills.

Reporting to:

The Swindon Dolphin Executive Committee.

Appointed by:

Nominated by the Swindon Dolphin Membership at the clubs AGM as per the Swindon Dolphin Constitution.