

# Workforce Co-ordinator

## St.Helens Swimming Club

JOB DESCRIPTION: WORKFORCE CO-ORDINATOR

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| <b><u>JOB TITLE:</u></b>               | Workforce Co-ordinator                                    |
| <b><u>ACCOUNTABLE TO:</u></b>          | Club Committee  |
| <b><u>ADDITIONAL REQUIREMENTS:</u></b> | CRB Check through St.Helens ASC.                          |
| <b><u>RESPONSIBLE FOR:</u></b>         | <b>Organising club helpers and volunteers activities.</b> |

**SKILLS REQUIRED:**

- Sound organisational skills.
- Ability to communicate effectively, with strong motivational skills.
- Friendly, approachable, and extremely enthusiastic,

## MAIN DUTIES

1. Act as main contact for all volunteers, names to be provided by Membership secretary.
2. Liaise with the Chairman, Secretary and Chief Coach to ensure that all tasks required to run the club efficiently are carried out.
3. Liaise closely with the Welfare Officer to ensure that each volunteer is aware of ASA Child Protection Policy and Procedures, and is CRB checked.
4. To attend a minimum of 50% of committee meetings per year.
5. To ensure that the Club achieves and maintains the standards required for Swim21 accreditation.
6. To follow and promote the ASA Code of Ethics.
7. To follow and promote the Clubs Code of Conduct.
8. To follow and promote the ASA Child Protection policy.

Time Commitment: Minimum 2 hours per week + attendance at meetings.