



***Bethnal Green Sharks Swimming Club***  
(Affiliated to London Region, M.C.A.S.A. and Tower Hamlets Sports Council)

## **WORKFORCE CO-ORDINATOR**

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### **Role**

Co-ordinating the recruitment and organisation of volunteers 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.
  - Ensure all jobs have job descriptions.
  - Supervise and oversee all volunteers.
  - Liaise with the Chairperson to ensure all tasks required to run the club are carried out.
  - Liaise with the Head Coach 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.
  - Ensure volunteers are directed to the ASA website for useful information on volunteering.
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### **Commitment**

Determined by the club approx. 2 hours per week.  
Meetings as and when required.

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### **Benefits to Self**

Contribution to creating a better structure for volunteers within Swimming and simultaneously helping your club by recruiting more volunteers.

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