



Congleton Amateur Swimming Club

Volunteer Coordinator Role Description

Role Objectives:

- To provide a focal point for volunteers and volunteering within the club

Person Specification:

- Good role model
- Communication skills
- Planning and organisation skills
- Experience of working with people

Duties and Responsibilities:

- Identifying the volunteer needs of the club
- Recruiting new volunteers
- Screening new volunteers (DBS checks, skills, references etc)
- Providing feedback to help volunteers
- Maintaining volunteers' motivation through recognition and reward
- Linking with local volunteer recruitment schemes

Role Details:

- This is a voluntary role.

Times, days and location:

- As required by the club

Responsible to:

- The management committee