

City of St Albans Swimming Club



Created December 2016

Element 9 – Events Volunteer Coordinator Job description

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| Role |
| To identify and organise volunteers for our annual Club events and manage the volunteer resources. This role works in close partnership with the Events Lead. |
| Skills <ul style="list-style-type: none">• Approachable and enthusiastic• Organised and proactive• Ability to build and maintain a network across the Club• Good communicator - both written and verbal• Able to delegate to and work with a wider event team |
| Main Duties Club Champs and CoStA Meets (Sprint Night, Open Meets) <ul style="list-style-type: none">• Create list of volunteers required to support each event• Identify and sign up volunteers• Provide volunteer briefings and prepare volunteer packs for specific roles, e.g. entrance and raffle• Manage volunteer resources, namely audit and ensure sufficient items in stock to support upcoming events• At the event - be at the venue throughout to ensure its smooth running, together with the Event Volunteer Coordinator• Note – templates created to support the above |
| Commitment <ul style="list-style-type: none">• Periodic workload around times of Club events and attendance at said events. These are currently:<ul style="list-style-type: none">○ March – 1-day Open Meet○ July – 2-Day Club Champs○ Sept/Oct – Sprint Night○ November – 2-day Open Meet |
| Benefits to Self <p>Contribution to ensuring a safe and well-managed club. Working with other volunteers to arrange opportunities for our swimmers to compete. Supports key fund raising opportunities, which contribute to the Club's finances.</p> |

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Further Development Support

Full handover – shadowing, guidance and materials - provided by current volunteer.

Useful Websites

ASA webpage www.swimming.org/asa
Sport England www.sportengland.org
NSPCC www.nspcc.org.uk
Volunteering England www.ncvo.org.uk/nvco-volunteering
DO-IT www.do-it.org.uk
Sports Coach UK www.sportscoachuk.org
Hy-Tek www.hy-tek ltd.com

Signed & Date:

Name: