



CLUB COACHING COORDINATOR

Role

Co-ordinating the recruitment and organisation of coaches and volunteers.

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 coaches and volunteers
 - Ensure that the session planning of coaches is consistent with the main competition programme
 - Ensure all jobs have job descriptions
 - Supervise and oversee all coaches and volunteers
 - Liaise with the Chairperson to ensure all tasks required to run the club are carried out
 - Co-ordinate the implementation of the coaches and volunteers requirements
 - Liaise closely with the Welfare Officer to ensure that each coach is aware of our Policies and Procedures
 - Awareness of the Sport England – Volunteers Investment Programme (VIP)
 - Ensure volunteers are directed to the ASA website for useful information on volunteering
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Commitment

Regular liaison with all relevant personnel as and when required plus Committee Meetings

Benefits to self

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