



JOB/ROLE DESCRIPTION: WORKFORCE CO-ORDINATOR

Role

- To co-ordinate the recruitment and organisation of volunteers within the club.

Skills

- Sound organisational skills.
- Patience.
- Ability to communicate with effectiveness

Main Duties

- To act as main contact for all volunteers
- To get to know all club volunteers and potential volunteers by name
- To ensure all jobs have job descriptions
- To supervise and oversee all volunteers
- To liaise with the Chairperson to ensure all relevant tasks required to run the club are carried out
- To co-ordinate the implementation of the volunteers requirements
- To liaise closely with the Child Welfare Officer to ensure that each volunteer is aware of the Child Protection Policy and Procedures
- To ensure volunteers are directed to the ASA website for useful information on volunteering.
- To abide by and promote all club policies.
- To follow and promote the ASA Child Protection policy

Commitment: Approximately one hour per week

Current Post Holder: Ian Mortimer (as at 11.09.2011)