

Water Polo Workforce Co-ordinator



Role

To take responsibility for the organisational structure within the water polo Section of the club and appoint roles accordingly.

Skills

- Enthusiastic with a good knowledge of the club, and the volunteer roles required;
- Be an excellent communicator;
- Have a knowledge and empathy for volunteer needs;
- Sound organisational skills and ability to delegate.

Main Duties

- To act as a main point of contact for volunteers within the club;
- To be responsible for creating and implementing a Workforce Development Plan;
- To build effective relationships with all club volunteers and the ASA County Workforce Coordinator;
- To coordinate and help organise training for the club workforce;
- To ensure all volunteer positions within the club have current role descriptions;
- To be responsible for leading the recruitment, induction, and support of all club volunteers, in association with others;
- To establish and manage a volunteer recognition programme within the club;
- To liaise with the webmaster to ensure information is kept up to date on the website.

Commitment

It is vital for the club that you undertake your duties for the year, with the hope that the post holder will retain the role for a longer period or help to find a replacement.

Useful Websites

www.bridportwaterpolo.org.uk

Note:

This guide has been put together to try to cover most roles. If there are updates, please amend and then send a copy to the water polo workforce co-ordinator.