



## **Job Description: Swimming Club DofE (Duke of Edinburgh) Coordinator**

**Position: DofE Coordinator**

**Location: Walnuts**

**Employment Type: Volunteer**

### **Job Summary:**

The DofE Coordinator supports club swimmers undertaking their Duke of Edinburgh's Award by facilitating their volunteering activities within the club, primarily through assisting in coaching sessions. This role involves assigning participants to appropriate sessions, liaising with coaches for feedback, and ensuring that all DofE requirements are met, including the completion of necessary documentation and adherence to safeguarding protocols.

### **Responsibilities:**

- Allocate DofE participants to suitable coaching sessions, ensuring alignment between the participant's skills and session needs
- Liaise with coaches to collect feedback on DofE participants' performance, reliability, and contribution
- Complete and submit necessary online forms and assessor reports through the eDofE platform accurately and on time
- Track volunteering hours and maintain a register of DofE participants and their progress toward award completion
- Ensure all safeguarding guidelines are followed, and supervision is appropriate for under-18s in line with club and Swim England policy
- Serve as the main point of contact for DofE participants and their parents or guardians regarding volunteering activities
- Provide advice and encouragement to swimmers interested in using club coaching roles for Bronze or Silver DofE awards
- Support the creation of a positive and structured environment for young volunteers to develop leadership and communication skills



### Qualifications:

- Strong organisational and administrative skills
- Excellent communication and interpersonal abilities
- Familiarity with the Duke of Edinburgh's Award structure and online systems such as eDofE (or willingness to learn)
- Ability to liaise effectively with coaches, parents, and swimmers
- Commitment to upholding safeguarding standards and promoting a safe, inclusive environment
- Confidence using digital tools for tracking progress and submitting reports
- Supportive, approachable, and enthusiastic about youth development through volunteering