



## **Job Description: Swimming Club Volunteer Coordinator**

**Position: Volunteer Coordinator**

**Location: Walnuts**

**Employment Type: Volunteer**

### **Job Summary:**

The Volunteer Coordinator plays an essential role in ensuring the smooth operation of swimming galas by managing the recruitment, allocation, and compliance of club volunteers. This includes Team Managers, Swim England qualified officials, and event support roles. The role requires proactive communication, adherence to safeguarding requirements, and collaboration with both internal club members and external organisations to ensure all gala sessions are fully supported.

### **Responsibilities:**

- Organise and oversee volunteer sign-up for all gala sessions, including Team Managers, swim officials, and field of play volunteers (e.g. door, raffle, marshalling)
- Ensure safeguarding requirements are met for all Team Managers, including appropriate DBS, safeguarding certification, and gender balance where needed
- Allocate and communicate with qualified swim officials to ensure appropriate coverage at all sessions
- Contact parents attending galas with their swimmers to encourage volunteering and build a sustainable volunteer base
- Coordinate with external clubs regarding official lists, mentoring requests, and sign-up processes (e.g. via swim-meet.com)
- Monitor the status of volunteer DBS checks and safeguarding certificates, and alert individuals when renewal is due
- Manage allocation of Team Managers and officials for Level 1 events such as County and Regional Championships
- Maintain and manage WhatsApp groups for officials and volunteers to communicate upcoming needs and reminders
- Regularly post clear and timely event messages to ensure volunteers are aware of upcoming galas and sign-up opportunities
- Ensure the club meets quota requirements for officials at external meets and maintains positive relationships with host clubs



- Promote volunteer recognition and encourage new parents to get involved through approachable and informative communication

### Qualifications:

- Excellent communication and interpersonal skills, particularly when working with parents and external clubs
- Strong organisational skills and the ability to manage multiple ongoing volunteer rosters
- Attention to detail, particularly regarding safeguarding, DBS tracking, and certification requirements
- Confidence using digital tools such as WhatsApp, spreadsheets, and volunteer sign-up platforms
- Ability to motivate and encourage participation from a diverse group of volunteers
- Understanding of Swim England's requirements for officials and team management at galas
- Calm and proactive approach when dealing with last-minute changes or gaps in volunteer coverage
- Experience coordinating volunteers or working within a swimming club environment is advantageous but not essential