



NUELSC Volunteer job profiles

CLUB STRUCTURE

EXECUTIVE COMMITTEE

Chairperson

Treasurer/Finance Officer

Club secretary/Swim21 co-ordinator

Welfare/Child protection

Head Coach

CLUB TEAM

Officials

Officials' co-ordinator

Timekeepers

Level 1 Judges

Volunteers

Volunteer coordinator

Membership Secretary

Marketing, Promotions and
Press relations

Gala Secretary

Web designer

Parent Liaison

Social secretary

Jack Petchey Coordinator

Fundraisers

Project/Gala volunteers

Coaches

Coach –SwimFit

Coach – development squad

Part-time coaches

Squad captains



Volunteers

The Club cannot function without volunteers. Your help is needed. The more volunteers the more we can spread the workload. Please let us know if you can help the Club even if only for a few hours a year.

Below are brief profiles of the volunteer roles we have. If you are interested in any of these please contact Chris the Club Secretary at: clubsecretary@newhamswimmingclub.org.uk

Volunteer Profiles – for full role description see ASA Good Club Guides on British Swimming website: www.swimming.org/asa/volunteering/good-club-guides

Volunteer co-ordinator

- To act as a main point of contact for volunteers within the club
- To be responsible for creating and implementing a Workforce/volunteer 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 e.g. JPF awards.

Membership secretary

- To act as a point of contact to the club for members.
- Enrol new members.
- Renew memberships of existing members.
- Ensure fees are collected and properly accounted for in liaison with Treasurer.
- Maintain accurate records and information in relation to members and all other administration and communications relating to subscriptions, Club and ASA memberships.
- To maintain accurate and up to date contact details of all members, committee members, other key club personnel and ASA secretaries at national, regional and county level
- To liaise with other club committee members to ensure all appropriate administration is in place in particular the Head Coach and other coaches in relation to their registers.



Marketing, Promotions and Press Relations

- Develop a marketing and promotions plan for the club in association with the club's strategic plan.
- Secure a budget for the club's marketing/promotions and press activities, in association with the club treasurer.
- Promote and publicise all aspects of the club, in a positive and equitable way through the production of informative and unbiased newsletters, website updates and regular media releases.
- Assist in promoting non-swimming social events for members of the club.
- Create and nurture relationships with media local to the club.

Gala Secretary

- Ensures galas are publicised in good time
- Entries and submitted by deadlines
- Cash is collected, accurately accounted for and banked promptly keeping the Treasurer advised. Refunds are made³ when necessary.
- Proper records are maintained.

Web designer

- Develop and maintain the club website.
- Train those updating website.

Parent Liaison

- One for each squad.
- Represent the views of parents to the Committee.

Social secretary

- To arrange and cater for annual Christmas and summer parties and other social events.
- To arrange catering for officials for home galas.
- To organise other social events and catering from time to time (e.g. a summer party, swim camps).



Fundraisers

- To identify and target sources of funding for the club in association with the club's development plan
- To prepare funding bids in partnership with club committee members as appropriate
- To establish and develop effective working relationships with key local funding providers
- To help develop a sponsorship proposal(s) for the club in association with the club's strategic plan
- To promote and publicise any funding and/or sponsorship secured for the club through the club newsletters, website and notice board, in association with the marketing/promotions and press officer

Project/Gala volunteers.

- To assist with one-off projects such as helping at fundraising and social events, identifying sponsors and raising funds, arranging sponsored events etc
- Assisting at galas on whipping, catering, door management, ticket and raffle selling, announcer, timekeeping, gala photographer, meet system operator etc

Squad Captains

- One for each squad. Nominated by squad members. A figurehead to lead, set an example and represent the squad.

Officials

- Responsible to Head Coach and Officials' Coordinator
- Attend appropriate ASA training courses e.g. Judge, timekeeping, L1 coaching.
- Attend appropriate competitions.
- Follow and promote the ASA Child Protection policy.
- Have a flexible, friendly and diplomatic approach.