

## **BLACKPOOL, WYRE & FYLDE AC**

### **Club Volunteer Coordinators**

#### **2 Posts Available**

#### **What is a Club Volunteer Coordinator?**

You are the club's 'people person' who helps to ensure that the club has the volunteers it needs and that they enjoy their roles and feel valued. You help to shape a volunteer culture within the club where everyone contributes in some way to the club's success.

#### **What will the role involve?**

- Planning, with other members of the club committee, how many volunteers the club needs, both day-to-day and for special events
- Creating an environment where every club member volunteers in some way and encouraging members to get involved in helping out
- Working with other club members to find new volunteers from outside the club, thinking about what the club has to offer and how to attract people
- Acting as first point of contact for volunteers at the club and ensuring they feel valued
- Welcoming new volunteers to the club and ensuring they understand their role
- Supporting, encouraging and thanking volunteers regularly
- Assisting with arranging training courses when required
- Creating a reward and recognition programme for volunteers at the club, such as an awards night or nominating volunteers for external awards

#### **How much time will it take?**

2-3 hours per week plus the opportunity to attend the Club Committee Meetings which are held once a month, usually 2<sup>nd</sup> Monday.

#### **What qualities do I need?**

Ideally you will be:

- Naturally sociable and outgoing
- Good at working with people
- Good at listening and communicating

- Keen to help solve problems
- Well organised

### What will I get out of it?

- You will become a valued member of the club and know that your efforts are fundamental to its success
- Bespoke support from England Athletics during the pilot project
- It is a very sociable role, as you will have the opportunity to get to know everyone at the club
- You will be a trailblazer for creating a new volunteering culture within your club and have the opportunity to share ideas with other clubs
- BWF AC will commit to provide training, advice and guidance as and when required

### About the club

BWF AC:

- Is open to all from the age of 7 upwards
- Provides coaching in Track & Field and Road Running
- Competes in Local, Regional and National Competitions for Track & Field, Road Running and Cross Country
- Offers a Beginners' Running Course for those 16+
- Has 20+ EA Qualified Coaches
- Welcomes those who wish to become EA Coaches and Officials

### Additional Information

BWF AC is looking to appoint at least 2 Volunteer Co-ordinators who will be assigned a number of co-ordinating tasks from the descriptions contained within "BWF AC Volunteer Job Descriptions Feb 2016".

If you are interested in one of these roles please contact Nick Hume or Derek Newton and we will arrange a chat with you

Nick: [nick.hume@tiscali.co.uk](mailto:nick.hume@tiscali.co.uk)

Derek: [dereknewton1@hotmail.co.uk](mailto:dereknewton1@hotmail.co.uk)