# Regional Volunteer Coordinator Recruitment

# Speed Swimming Events

The West Midlands Region is looking for a highly motivated individual to take on the role of Volunteer Coordinator in supporting the smooth running of the regions annual Short and Long Course Championships in speed swimming. These events can’t run without the help and support of our committed volunteers, and we are currently missing a key person to recruit, manage and support these volunteers into their roles. Support and training for the successful candidate will be available as and when required, therefore, experience in this role isn’t necessary, but knowledge and experience of swimming events would be desirable.

Region: West Midlands

Competitions: West Midlands Long Course & Short Course Championships

Time commitment: In the lead up to each event for volunteer recruitment & attendance at both events to manage the volunteers

Role: Voluntary (expenses to events paid)

Reports to: Event Manager / Regional Club Development Officer

**Skills required for the role:**

* Excellent organisational skills
* Excellent time management
* Works well under pressure
* Professional work manner
* Friendly and approachable
* Excellent communicator
* Experience managing teams / volunteers
* Ability to work within a team
* Some experience of swimming events
* Computer literate

**Role Duties (not limited to):**

* Recruit required number of volunteers for each event, into specific roles & teams dependent on their previous experience (Field of Play, Registration, Competition Stewards, VIP support, Announcers)
* Support the Regional Office to collate a list of event volunteers and check that all volunteers are registered members of Swim England
* Communicate with club volunteer coordinators to support you in the recruitment of volunteers from their own clubs
* Liaise with the Regional office to ensure volunteer T-shirts are ordered for all new volunteers
* Implement and agree a dress code for volunteers for regional events
* Attend all regional swimming events to manage the volunteers on the day
* Be the point of contact for all volunteers at swimming events ; meet and greet / induction
* Communicate with volunteers pre / during / post event via email; to include introductory and thank you / feedback emails
* Share roles & role descriptions with volunteers prior to events so they can prepare accordingly
* Liaise with the Event Manager / Regional Office to ensure that all volunteers & VIP’s have completed their lunch orders for the days they are in attendance
* Implement a volunteer briefing at the beginning of each event / session
* Ensure all equipment is in its correct place for volunteers to carry out their roles; e.g. laptops and scanners for ticket scanners, microphones, laptops and scripts for announcers, signage for swimmers / volunteers
* Ensure that volunteers have a positive experience when volunteering with the region and want to return
* Support volunteers in their roles throughout the event and ensure everything is running smoothly
* Manage the use of radio’s for volunteers at all events, ensuring all volunteer teams have a minimum of one radio connected into the Volunteer Coordinator and Event Manager

If you are interested in this role, please send an expression of interest (no more than 250 words) explaining why you would be suitable for the role and the experience that you have, and send to the Regional Office: westmidland@swimming.org . The deadline to receive applications is **Friday 14th January, 2022.**