



## **ASSISTANT VOLUNTEER AND EVENTS COORDINATOR**

As the assistant *Volunteer and Events Coordinator*, you will assist the Volunteer and Events Coordinator in recruiting club volunteers, arranging training for them and making sure they're engaged enough to be retained by the club. It's a vital role in any club or club network. You must understand that volunteers join the club for many different reasons, so you must make the sport as appealing as possible. In addition to this, every club needs to hold events for various reasons, including to involve the local community, raise awareness of our activities, fundraise, build team spirit, reward volunteers and create a strong team spirit within the club.

### **REQUIRED SKILLS:**

- Easy to approach with good listening skills;
- Well organized, motivated and happy to delegate if need be;
- Confident and good at communicating;
- Enthusiastic and motivating;
- Willing to be UK Athletics DBS checked;
- Aware of all competing activities;
- Excellent at inspiring others;
- Skilled in planning;
- Calm under pressure.

### **WHAT YOU WILL DO:**

Assist the Volunteer and Events Coordinator in delivering the following:

- Work out what roles need filled in the club each year, bearing in mind special events as well as the day to day running of S-Factor;
- Prepare a welcome pack for new volunteers introducing them to S-Factor and the sport;
- Plan where you're going to find volunteers, making sure your advertising and appointment is as open as possible;
- Work with local organisations such as voluntary services, volunteer centres, local councils, colleges and schools to recruit "new blood";
- Understand why people get involved in club athletics and use this knowledge to recruit them;
- Put people in roles that suit their skills and interest wherever possible;
- Link with the S-Factor's welfare officer to ensure that all DBS and Safeguarding requirements are met by volunteers in contact with young people and vulnerable adults;
- Train volunteers, and give them support, guidance and encouragement;
- Recognise and reward success, nominating volunteers for club, local and national awards;
- Create a succession plan so that you have a pool of talented volunteer ready to step up or provide cover for key roles – possibly mentoring or buddying function for key roles;
- Think about sharing roles for busy people;
- Share good practice with club volunteer coordinators in neighbouring clubs;
- Plan, organise and lead a team to deliver major events for S-Factor;
- Organise an annual awards evening;
- Consult other S-Factor officers and set targets for each event in terms of increased participation, funds raised, rewarding volunteers or simply having more fun;
- Put in place a calendar of social events to maintain momentum and awareness;
- Appoint a sub-committee for specific events;
- Motivate members to attend events;

- Encourage new members into the S-Factor.

### **HOW MUCH TIME WILL IT TAKE?**

The Volunteer Coordination aspect of this role in most cases will take about 1 to 2 hours per week, mainly evenings. For the Events element of this role, the commitments are sporadic, but expect it to increase to at least 4-6 hours a week when preparing for a big event. Given you will be assisting the Volunteer and Events Coordinator its likely to be less time consuming as you will share the responsibility.

### **WHAT YOU'LL GET OUT OF IT:**

This is a very social role. You'll provide an important service to S-Factor Academy and the local community, and for a small investment of time you'll get to meet lots of people from many backgrounds. Doing something distinctive and worthwhile like this is attractive to potential employers, and the organisational and communication skills are transferable to any walk of life. You will gain experience of planning an event with all the logistical challenges that are involved. You'll have the satisfaction of helping S-Factor to raise its profile. More awareness means more athletes, more volunteers, more funds and growth for the club. What more, you'll be helping build 'club spirit', bring a sense of community and make S-Factor a fun and vibrant environment thus helping retain athletes.