



## **STO COORDINATOR Role Descriptor**

### **PURPOSE**

To coordinate the recruitment and organisation of STO volunteers within the club programme.

### **MAIN FUNCTIONS AND DUTIES**

#### **1. Coordination**

- Oversee STO volunteers and promote their activities
- Coordinate with the Entries Secretary and Gala Convenors to implement a plan to support their STO volunteer requirements
- Align any plans to support the Club's Strategic Action Plans i.e. SwimMark+
- Support the volunteers to help them achieve their objectives

#### **2. Records**

Maintaining effective records and administration

- Keeping up-to-date details regards STO volunteer appointments, qualifications and training. Ideally through TeamUnify membership records.
- Filing all applications & correspondence
- Operate TeamUnify Job Manager package to support STO volunteer requirements

#### **3. Communication and correspondence**

- Be the first point of contact for all STO volunteer matters
- Get to know all Club STO volunteers and potential volunteers
- Ensure STO website page content is up to date to support the volunteer programme
- Attend and report at Committee meetings
- To liaise with Scottish Swimming, District, local authority, other clubs and partners as required and maintain effective relationships

### **SKILLS / ATTRIBUTES**

- Approachable & Good Listener
- Confident and Effective Communicator
- Tactful & Discreet
- Well organised and able to delegate
- Enthusiastic and a good motivator

### **REQUIREMENTS**

- Be a member of Scottish Swimming
- Sign and adhere to the Club's Volunteer Code of Conduct
- Be aware of key grant providers and partners
- Attend appropriate training

### **TRAINING AND SUPPORT**

- Attend Child Wellbeing & Protection in Sport course (renewable every 3 years)