

8 Volunteer role descriptions

8.1 Club chairperson

Role description

To co-ordinate the affairs of (insert club name) Volleyball Club

Skills/qualities required

- Good inter-personal skills
- Ability to behave impartially at all times
- Approachable
- Ability to control meetings effectively

Main duties

- To be responsible for managing the affairs of (insert name) Volleyball Club
- To chair and control the meetings of the management committee and AGM
- Be familiar with the constitution of (insert club name) Volleyball Club, the general rules for committee procedure, current affairs and business in hand
- Oversee decisions made by the management and other personnel
- In conjunction with the secretary and treasurer present the annual report and accounts respectively
- Be in consultation with the secretary with regards to the content of the agenda and minutes of meetings
- To keep open communication channels with members of the management committee and inform them of any instant decisions taken

Commitment

To chair the AGM once a year, deal with any club issues as and when they arise and attend club management meetings.

8.2 Vice-chairperson

Role description

Responsible To: The Club Committee

Skills/qualities required

- Knowledge of the Club
- Good leadership skills
- Good communication skills
- The ability to commit to ___ hours per week/month

Main Duties

- Deputise for the Chairperson when necessary.
- Attend all meetings of the committee.

- Support the Chairperson to ensure the aims of the club are upheld.
- To help promote and market the image of the Club.
- To support the decision making process whenever the need arises, in consultation with other officers when appropriate.
- To contribute to enhancement of the performance of the committee, and the club as a whole.
- Support the Chairperson to motivate and support committee members.

8.3 Club secretary

Role description

To receive and disseminate information effectively and ensure the smooth running of club administration

Skills/qualities required

- Good verbal and written skills
- Access to a word processor is desirable
- Good organisational skills
- Experience/knowledge of minute taking and administration skills are desirable

Main duties

- To liaise with the club chairperson with regards to agenda content
- To take meeting minutes and distribute copies to committee members
- To be the main contact for the club
- To deal with the day to running of the club
- To respond to any correspondence as appropriate
- To pass on any information received to relevant parties/persons

Commitment

Attend the AGM and any other meetings, deal with any other arising club issues

8.4 Treasurer

Role description

To manage (insert club name) volleyball club finances and maintain accurate financial records.

Skills/qualities required

- Must be honest and reliable
- Experience of producing accounts and budgets is desirable
- Access to a computer is advantageous and a working knowledge of spreadsheets and/or similar systems desirable
- Must be numerate

Main duties

- Responsible for all club finances

- To produce an annual budget and monitor expenditure
- Be responsible for payment of any monies to and from the club; providing receipts and keeping an up to date record of transactions
- To produce an end of year financial report for the AGM
- Regular report to the committee on the financial position of the club

Commitment

Attend AGM and have ongoing responsibility for club accounts

8.5 Club Child Welfare Officer (CCWO)

Role description

To be responsible for the implementation of good practice and child protection policies within the Club.

Skills/qualities required

- Has attended the Sports Coach UK 'Good Practice and Child Protection' workshop
- Be approachable
- Good communication skills
- Discretion
- Has an understanding of child protection issues
- Good listener

Main duties

- Sign a Personal Disclosure Form and forward to Volleyball England (VE)
- Help the club follow the guidelines laid down in VE Child Protection Policy and Good Practice document
- Ensure that Good Practice and Child protection is an item on the club management committee agenda
- Ensure that all club personnel working with young people have received Child protection training
- To ensure all appropriate documentation and forms are completed in accordance with VE Child Protection Policies and Procedures
- Ensure that any persons including coaches, officials and volunteers, working within or acting on behalf of the club, who will come into contact with juniors (including Under 18 groups), complete a Personal Disclosure Form
- Forward a copy of an individuals Personal Disclosure Form to VE Chief Executive for immediate consideration should any issues or concerns arise
- Keep confidential records of all documentation in a secure manner so it can be produced should it be required for reference at a later date by VE Chief Executive
- Refer any concerns and/or allegations to VE Chief Executive immediately using the Child Protection Referral Form
- Ensure coaches, officials, volunteers, parents/guardians and juniors have access to VE Child Protection Policies and Procedures documents
- Undertake relevant training as required
- Attend the AGM and other relevant meetings, deal with issues as and when they arise.

8.6 Head coach

Role description

To be the main coach responsible for coaching activities and sessions with the club

Skills/qualities required

- Good inter-personal skills
- Qualified to the appropriate level
- Approachable
- Fair

Main duties

- To take full responsibility for the club's coaching sessions at NAME OF VENUE on DAY(S) from 8pm to 10pm
- To prepare all coaching sessions beforehand
- To work with and include NAME OF ASSISTANT COACH(ES) in the preparation and running of each session
- To attend club meetings and report on progress.
- To offer the club feedback on the organisation and degree of success of junior and senior coaching and competitions
- To assist in the selection of teams
- To travel to competitions with the team(s).
- To inform the Junior Development Officer (or other relevant member) in advance of any sessions that cannot be attended

Commitment

To attend the AGM once a year and any other relevant meetings. To attend and deliver coaching sessions on a weekly basis.

8.7 Coach

Role description

- Provides effective supervision of volleyball players in the generic areas of practice and competition;
- Plans and runs training sessions as agreed, which will provide development and fun to club members;
- Makes team selection in a fair and non discriminatory manner whilst having reasonable regard to the assessment of the overall capability of any individual to meet the demands of the situation faced by the team;
- Makes reasonable efforts to maintain a suitable level of up to date coaching knowledge;
- Is familiar with relevant Volleyball England policies and codes of conduct, in particular NVL rules, coaches rules of conduct and Child Protection policy;
- Occasionally represents the Club at local or regional meetings relating specifically to • volleyball;
- Works cooperatively with the Club Committee members;
- Effectively communicates volleyball schedules and results to the Club;

- Cooperates with other coaches in order to establish competitive volleyball schedules;
- Coordinates all team travel and similar responsibilities for out-of-town volleyball matches;
- Develops and maintains a system to provide accurate records regarding individual and team performance;
- Coordinates with the Club Committee the purchasing of supplies and equipment to support the volleyball training;

Minimum Qualification, Skills and Abilities

- Minimum of Level 1 Volleyball Coach
- Objective evaluative skills in the areas of physical potential and mental development related to volleyball;
- Working knowledge of rules and strategies related to volleyball;
- Effective planning and organisational skills;
- Ability to effectively communicate with players, parents and Club Committee;
- Ability to work cooperatively with players, parents, Club Committee, schools and other clubs to support the continued enhancements and development of volleyball;
- Ability to develop an organised program of training to ensure success in volleyball competition;
- Possess the physical skills necessary to demonstrate volleyball techniques

8.8 Assistant coach

Role description

Responsible To: The Club Committee

Skills/qualities required

- A Minimum Level I Qualification and be registered with the English Volleyball Association (EVA)
- Experience of planning and delivering coaching sessions
- The ability to work as part of a team
- Excellent communication and inter-personal skills
- The ability to commit to ___ hours per week

Main Duties

- To prepare where necessary, and deliver a programme of volleyball coaching sessions, as directed by the Head Coach.
- To take full responsibility for the Club's coaching sessions in the absence of the Head Coach.
- To work alongside the Head Coach to coach/teach/instruct skills and techniques and knowledge as defined by the English Volleyball Association.
- To help in the recruitment and selection of players for the Club's Team.
- To help maintain the safety and welfare of participants during coaching sessions.
- To assist the Head Coach in maintaining up to date records of participants attending the coaching sessions and that the appropriate paperwork is completed i.e. registers, consent forms.
- To assist the Head Coach with the collection of participants coaching fees, where necessary, in accordance with the Club's Policies and Procedures.
- To inform the Head Coach, in advance, of any sessions you cannot attend.

- To display consistent high standards of behaviour in accordance with the EVA Code of Conduct.
- To understand and implement relevant policies and procedures such as the Data Protection Act, Health and Safety, Equal Opportunities, Child Protection and Coaches Code of Conduct.
- To attend relevant training as required.

A Criminal Records Bureau Enhanced Disclosure process applies to this post. Appointment of this position will be dependant upon the outcome of this process.

8.9 Junior development officer

Role description

To manage junior club development

Skills/qualities required

- Experience of working with young people
- Knowledge and understanding of child protection issues
- Good communication skills
- Effective people management skills

Main duties

- Responsible for co-ordination and implementation of Junior development programme
- To manage junior coaches, team managers and other volunteers as necessary
- To ensure that appropriate policies and guidelines are in place for junior members and those people working with juniors
- To represent the interest of junior members at management committee meetings
- To manage problems and issues arising from the junior section
- To work with other agencies such as local schools and local sports authority development units to improve/sustain club membership
- To review the activities of the junior section through feedback and evaluation on an annual basis

Commitment

Attend the AGM and other club meetings, deal with junior issues as and when they arise, continued junior development

8.10 Volunteer coordinator

Role description

Co-ordinate the recruitment and organisation of volunteers within the club

Skills/qualities required

- Be approachable
- Well organised
- A good motivator
- Confident and enthusiastic

Main duties

- Has attended the Running Sport workshop 'Valuing Your Sports Volunteers' (not applicable for Side-Out or Volley 1)
- To be main lead for the Continual Professional Development (CPD) plan for members of management committee, coaches and referees
- Main contact for all volunteers
- To ensure all roles have job descriptions and up date these where necessary
- To maintain contact with and supervise all volunteers
- To liaise with other committee members with regards to volunteer requirements, working closely with the CWO to ensure every volunteer is aware of child protection issues and has been CRB checked where necessary
- To implement volunteer recruitment and recognition scheme.

Commitment

Attend the AGM and other meetings, continual involvement in volunteer issues

8.11 Website officer

Role description

Responsible To: The Club Committee

Skills/qualities required

- Knowledge of Web development and design, using relevant web tools
- Ability to work under pressure and to deadlines
- Good communication skills, both written and oral
- Project management skills
- Well organised, methodical and with a keen eye for detail
- The ability to accept positive comment and constructive criticism
- The ability to commit to ____ hours per week/month

Main Duties

- Responsible for developing and/or maintaining the Club's Website for the benefit of the Club's members.
- Responsible for the layout and design of the Club's Website.
- Regularly update the Club's Website to contain current information regarding events, fixtures/results, relevant articles, photographs etc.
- Checking information for spelling mistakes and grammatical errors.
- Construct/maintain an online discussion board so that members can write their views/comments.
- Ensure that the contents of the Club's Website contains material that is considered inoffensive to any Club member or anyone outside of the Club who may view the Website.
- Seek to ensure there is a suitable level of security regarding access to the Club Website.
- To work with a variety of people within and connected to the Club to provide information and content for the Club's website.
- To monitor the level of usage of the Club's Website.

- To develop links with volleyball and other relevant sites.
- To attend relevant meetings.

8.12 Social secretary

Role description

Responsible To: The Club Committee

Skills/qualities required

- Excellent organisational skills
- Good communication skills
- The ability to commit to a number of hours per week depending on the type of event

Main Duties

- To formulate an annual programme of social activities and events for the club, such as:
 - Club Disco
 - Club Annual Awards Evening
 - Quiz Night
 - Race Night
 - Curry Night
 - End of Season Team Celebration Night
 - Karaoke Evening
 - Christmas Party
 - Theme Nights e.g. Irish Evening etc
- Ensure all club members are made aware of the social events and that events are included in the clubs calendar of activities and events.
- Ensure all venues, facilities and equipment are booked for events e.g. catering, bands, DJ, restaurant etc.
- Produce and distribute all relevant promotional material for events and collect money where appropriate.
- Consult with the Media Liaison Officer to help promote social activities and events through club Newsletter, local press etc.
- Where necessary co-ordinate Committee members and volunteers to help organise and run social events.
- To liaise with members regarding requests for new events and feedback on existing activity.
- Ensure all members have an opportunity to attend events and that their needs are met.

8.13 Communications & promotions officer

Role description

To promote and publicise club information and be the main lead on sponsorship issues

Skills/qualities required

- Be well organised

- Good communicator
- Possess a sound knowledge of the club
- A background/understanding of promotion and marketing is desirable
- Word processing access would be advantageous

Main duties

- Produce a regular form of communication i.e. newsletter, website that is circulated to members
- To help co-ordinate and raise awareness of events and clubs/teams positions in leagues and tournaments
- Establish a working relationship with local media
- To promote and publicise the club positively
- To actively seek sponsorship

Commitment

Attend the AGM and other relevant meetings, on going weekly responsibility