

MOUNTAIN WARRIORS LIMITED



Child Welfare Officer Role Description

26th April 2007

Main purpose of role:

Providing a focal point for specific volunteer requirements and recruitment of new volunteers within the Club.

The post is a key role within the club in order to maintain and develop its effectiveness in providing a sporting facility within the community. It also provides an opportunity for the post-holder to get to know a wide range of people and to contribute to the development and support of a strong volunteer team.

The postholder should be a good role model, be supportive, a good communicator, be able to delegate work / devise work programmes / monitor progress and have good persuasive skills.

Duties include:

- Identifying the volunteer needs of the club;
- Getting to know the club membership (e.g., identify skills, etc);
- Recruiting new volunteers;
- Ensuring that new volunteers receive the appropriate documents, e.g. job description, child protection guidelines and codes of conduct;
- Liaising with the Child Welfare Officer for CRB checks (or Self Declaration Forms) to be carried out if the volunteer is in contact with children;
- Providing feedback to help people be effective in their roles;
- Providing support to new volunteers and new post holders;
- Maintaining volunteers' motivation (e.g., by recognition and reward);
- Linking with local volunteer recruitment schemes such as Step Into Sport and SYCO (Surrey Young Coaches & Officials Programme).

Liaison with:

- Committee Members for both Junior and Senior sections of the club ;
- Officers of the club,
- Parents and other volunteers
- NGB Development Officer, Surrey Active Sport and other Sports development organisations.

Responsible to:

- Club chief instructor

Meetings to attend:

- As required

Estimated time commitment:

- 3 hours per month

Term of role:

- Annual appointment, although continuity in the role is desirable.

Recommended training:

- Sport England (Active Surrey) Volunteer Management Course

Document History

Author	Version	Date	Description
Richard Gillies	1	26/04/07	

Reviewers and authorisers

Name	Position	Date agreed	Version	Description
David Clark	Director			Authorisor
Richard Gillies	Director			Authorisor
Wayne Earle	Chief Coach			Reviewer

Distribution Lists

Distribution lists (See separate distribution lists)
Officials
Coaches
Assistant Coaches
Volunteers