

Document Date Update	04/03/2018	
<b>Role</b>		
<b>Poolside Assistant Co-ordinator</b>		
<b>Requirements of role</b>		
Recruit and co-ordinate parent volunteers to assist at poolside during club training sessions.		
<b>Duties</b>		
Periodically meet parents that are not volunteers to discuss the poolside helper role with a view to getting more new parent volunteers on board	Approx quarterly	
Liase with the club's Child Protection Officer to ensure all willing volunteers undergo PVG checks and sign the club's Code of Conduct before being added to the helper rota	Approx quarterly	
Liase with parent volunteers to determine which sessions each volunteer can cover	On-going	
Update the club training calendar with a note of which parent volunteers will be poolside at the sessions.	On-going	
Respond to last minute requests from coaches/Club President to get additional parent helper in place should a coach be running late/absent etc	As and when required	
Maintain a list of active volunteers that have passed all PVG checks, volunteers that are waiting on checks being processed and potential new volunteers to approach or follow up	On-going	
<b>Mandatory Qualifications and Training Required</b>	<b>Notes</b>	
Member of Scottish Swimming		
<b>Role Specific Training - Non Mandatory</b>	<b>Notes</b>	
Time Keeper		
Safe Gaurding and protecting Course		
<b>Regulated work status</b>	<b>Notes</b>	
PVG Required	Organised through WPO	
Self Declaration Required	Organised through WPO	
<b>Code of Conduct Requirements</b>	<b>Required Y/N</b>	
Sign and adhere to the Club's Officials & Volunteer Code of Conduct	Y	
<b>Notes</b>		
Ability to organise poolside ghelpers and work with WPO to ensure poolside helpers have PVG		
<b>Nominated Short term Depute in case of Holiday Illness etc</b>		
Coaching Staff		