



Leeds Volleyball Club (Leeds VC) Job Descriptions

Job Descriptions

CLUB CHAIRPERSON

ROLE DESCRIPTION

To co-ordinate the affairs of York 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 York Volleyball Club
To chair and control the meetings of the management committee and AGM
Be familiar with the constitution of York 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
To liaise between the different teams and sections in the club and uphold the club's equity policy

COMMITMENT

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

SECRETARY

ROLE DESCRIPTION

To receive and disseminate information effectively and ensure the smooth running of club administration, to ensure that the club's teams appear in Regional Leagues

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



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MAIN DUTIES

To ensure that the Club retains membership of Volleyball England and Yorkshire Volleyball Association and play regularly in Yorkshire Leagues
To be the main contact for the club in relation to Yorkshire Leagues
To deal with the day to running of the club, mostly in relation to fixtures in various Leagues
To respond to any correspondence as appropriate
To pass on any information received to relevant parties/persons

COMMITMENT

Attend the AGM and any other management meetings

TREASURER

ROLE DESCRIPTION

To manage York 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 – every two months

COMMITMENT

Attend AGM and have ongoing responsibility for club accounts
Part of club management Team

PUBLICITY OFFICER

ROLE DESCRIPTION

To promote and publicise club.

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



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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 management meetings, on going weekly responsibility

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 *various venues – to ensure the presence of qualified coaches and approach to sessions and contents*

To ensure all coaching sessions are properly prepared beforehand

To work with the club's other coaches, in the preparation and running of the various sessions

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 management meetings. To attend and deliver coaching sessions on a weekly basis and oversee other sessions.



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JUNIOR DEVELOPMENT OFFICER

ROLE DESCRIPTION

To manage club's junior 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 management meetings, deal with junior issues as and when they arise, continued junior development

CLUB WELFARE OFFICER

ROLE DESCRIPTION

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

SKILLS/QUALITIES REQUIRED

Has attended a suitable '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 the English Volleyball Association
Help the club follow the guidelines laid down in the EVA Child Protection Policy and Good Practice document
Ensure that good practice and child protection is an item on the club management committee agenda



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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 the EVA 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 the EVA 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 the EVA Chief Executive
Refer any concerns and/or allegations to the EVA Chief Executive immediately using the Child Protection Referral Form
Ensure coaches, officials, volunteers, parents/guardians and juniors have access to the EVA Child Protection Policies and Procedures documents
Undertake relevant training as required

COMMITMENT

Attend the AGM and other relevant management meetings, deal with issues as and when they arise.

VOLUNTEER CO-ORDINATOR

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

Will attend the Running Sport workshop 'Valuing Your Sports Volunteers'
To be main lead for the Continual Professional Development (CPD) plan for members of management committee, coaches and referees
Main contact for all volunteers – particularly those operating as officials for the club's matches
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 Club Welfare Officer 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 management meetings, continual involvement in volunteer issues