



## LBT Volunteer Job Description

**Title: Otley Sailing Club Coordinator.**

<b>Current holder:</b>	See Organisational List
<b>Type of volunteering</b>	To act as coordinator for LBT with special responsibility for liaising with Otley Sailing Club.
<b>Main purpose of volunteering</b>	To coordinate the delivery of LBT open water swim and other suitable sessions, approved by the main committee for delivery at the Otley Sailing Club site, to liaise with OSC, to manage resources, hold keys, control finances and liaise and advise the club committee.
<b>Responsible to</b>	The chairperson of the club and the committee.
<b>Competencies / experience required</b>	Must be well-organised, have good communication skills and have the ability to deal appropriately with problems if and when they arise.
<b>Commitment required</b>	Maximum of 3 x 2 hour meetings a year (if your club decides you need to be present at the meetings) plus organising, chairing and recording any OSC sub-committee meetings.
<b>Benefits to self</b>	The experience of working on a club committee and ensuring that LBT members are able to participate safely in activities based on open water.
<b>Benefits to community</b>	Safe environment within LBT for members to train in with properly organised sessions. To act as a LBT/OSC contact point.
<b>Support received from:</b>	The LBT chair, club committee, and the Regional Development Officer. Training opportunities will be available to help the person fulfil this role.
<b>Is this volunteer opportunity open to disabled persons?</b>	Yes.