

Committee Role Description



Role Title: “Sharkies” Coordinator

Description: Responsible for coordinating the delivery of the learn-to swim section of the swimming club.

Duties / Responsibilities:

- To be responsible for the planning and implementation of the learn to swim section of the swimming club for ASA NPTS 1-7 inclusive, in consultation with the Head Coach.
- To be the main contact for new swimmers stages 1-7 and new non-swimmers.
- To ensure new swimmers have starter/introduction packs and to ensure they have all the relevant and necessary information about the club.
- To coordinate the waiting list for new swimmers (non swimmers and stages 1-7).
- To collect the fees for the learn to swim section of the club and ensure these fees are passed to the club treasurer in a timely manner.
- To liaise with Sharkies parents and to communicate feedback into the club.
- To maintain the Sharkies database.
- Dealing with new and existing Sharkies membership issues as and when they arise.
- Termly organising and coordinating Sharkies lessons and database.

Time Commitment:

- Start and end of each term (4 weeks per term) – 6-10 hours per week
- Outside of these times, 1 hour per week

Skills:

- Organisational
- Approachable
- Good listener and communicator
- MS Excel / Database and Office skills