



JOB/ROLE DESCRIPTION: SWIM 21 COORDINATOR

Role

- Coordinate all Swim 21 activity within the club

Skills

- Well organised and efficient
- Database skills
- Planning skills
- Confident and effective communicator

Main Duties

- To liaise with the appropriate Regional Development Officer, Local Authority Sports Development Officer, Swim 21 Stakeholders, Club Committee and Club members.
- To organise and oversee the audit and action planning stages of the Swim 21 process within the club.
- To keep the Club updated on their progress through the Swim 21 process.
- To ensure that Club members are informed of Swim 21 courses and seminars.
- To liaise with the Treasurer and Executive Committee with regard to funding the implementation of the Club's Swim 21 Action Plan.
- To follow and promote the ASA Child Protection policy and ensure that it is a key focus of the club.

Commitment

2 hours per week

Current Post Holder:

David Lohfink (as at 11th September 2011)