

JOB DESCRIPTION: Learn to Swim Administrator

JOB TITLE: Learn to Swim Administrator

RESPONSIBLE TO: Committee, Head teacher Learn to Swim

SKILLS REQUIRED:
Enthusiastic, well organised, good communicator

MAIN DUTIES

1. Liaise with the Learn to Swim Teachers regarding the implementation of the ASA National Plan for Teaching Swimming.
2. Ensure that teachers keep accurate records of class attendance and swimmers progress.
3. Collect registers and record progress on individual profile sheets.
4. Liaise with the teachers of the different stages regarding vacancies and promotion to the next stage
5. Ensure that the head coach is notified of any swimmers demonstrating natural talent/fast progress.
6. Ensure class attendance lists are kept up to date. Notify Treasurer of changes to ensure all classes attended are paid for.
7. Keep the Membership secretary informed regarding vacancies in the different stages so that children on the waiting list can be contacted and tests arranged when appropriate.
8. Liaise with teachers and club shop regarding the issue of NPTS badges and certificates
9. Tests for swimmers can be carried out on a programmed basis on the first Sunday in the month at 6pm. Test reports should be shown to the teacher of the appropriate group and then attached to the swimmers individual record sheet. Tests at other times by special arrangement.
10. Ensure that special needs of the swimmers i.e. any medical conditions, physical impairments and fitness levels are recorded on individual progress sheets and teachers are aware of such conditions..
11. Be aware and understand the facility Emergency Action Plan and Normal Operating Procedures (EAP & NOP) and accident / injury reporting procedures.
12. Abide by all policies and codes as required by the club, including the Club code of Ethics and Conduct, the ASA Code of Ethics and Child Safeguarding Policy and Procedures.

Time Commitment. 2 hours per week poolside Sundays 4.45pm – 6.45pm + updating of records at home

Signatures: Volunteer _____ Date: _____

Chairperson _____ Date: _____