

NEWTON ABBOT SWIMMING CLUB

JOB DESCRIPTION: SCHOOLS CO-ORDINATOR

JOB TITLE: Schools Co-ordinator

RESPONSIBLE TO: Committee

SKILLS REQUIRED:

- Confident and Effective Communicator
- Tactful and Discreet
- Well-organised.

MAIN DUTIES

1) Act as the main contact with local Primary schools, Secondary schools, Special schools, University, Higher Education college

- establish contact person at the school
- visit school swimming lessons
- distribute club leaflets to pupils publicising the club
- Encourage school swimmers to join the club

2.) Identify a contact person from the Local Authority 'learn to swim' scheme (e.g. swimming co-ordinator)

- Visit the lessons at a particular session which demonstrates the relevant standard for swimmers joining the club
- Arrange to 'talent spot' potential club members **or**
- Arrange trial sessions with the club to enable potential members to experience club swimming
- Distribute club leaflet to all swimmers

3.) Liase with Local Authority Sports Development Officer in the promotion of swimming.

4.) Liase with the Competition secretary regarding the promotion of and arrangements for the annual schools gala.

5.) Follow and promote the ASA Child Protection policy

6.) Abide by all policies and codes as required by the club, including the Club code of Ethics and Conduct and the ASA Code of Ethics.

Time Commitment:

Signatures: Officer _____ Date: _____

Chairperson _____ Date: _____