



NEWTON ABBOT SWIMMING CLUB

JOB DESCRIPTION: SWIM 21 COORDINATOR

JOB TITLE: Swim21 Coordinator

ACCOUNTABLE TO: Committee

MAIN DUTIES

1. To liaise with the Regional Development Officer and the Swim 21 Sub Committee and Club members.
2. To organise with the assistance of the Swim 21 sub committee the audit and action planning stages of the Swim 21 process within the club.
3. To put together the information for submission to the Regional office for assessment.
4. To keep the Club updated on their progress through the Swim 21 process.
5. To ensure that teacher, coaches and volunteers are informed of Swim 21 courses and seminars.
6. To liaise with the Treasurer and Committee with regard to funding the implementation of the Club's Swim 21 Action Plan.
7. To keep all Swim 21 records up to date and ensure that the reaccreditation process is dealt with in good time each year

Time Commitment: Varying according to the stage of the application.

Signatures: Officer

Chairperson