



JOB DESCRIPTION: SWIM 21 CO-ORDINATOR

ROLE

The Swim21 Coordinator will co-ordinate the implementation and development of the swim21 initiative within the club.

RESPONSIBLE TO: Executive Committee

SKILLS REQUIRED:

- Well organised and able to delegate
- Excellent administration skills
- Enthusiastic and a good motivator
- Approachable
- Confident and effective communicator

MAIN DUTIES

- To organise and oversee the audit and action planning stages of the Swim 21 process within the club
- To liaise with the Regional Development Officers, Local Authority Sports Development Officer, Swim 21 Club Committee and Club Members
- 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 Management Committee with regard to funding the implementation of the Clubs Swim 21 Action Plan To follow and promote the ASA Child Protection policy
- Maintain confidentiality at all times
- Attend monthly and quarterly committee meetings
- Be aware and understand the facility Emergency Action Plan and Normal Operating Procedures (EAP & NOP) and the club's EAP.
- To follow and promote the ASA Child Protection and Equity policies.

Signatures: Officer _____ Date: _____

Chairperson/Secretary _____ Date: _____