

Deepings Swimming Club



JOB DESCRIPTION: SCHOOLS LIAISON COORDINATOR

JOB TITLE: Schools Liaison Coordinator

RESPONSIBLE TO: Club Coach Junior Development Coach and DSC Committee

QUALIFICATIONS: Desirable to hold an ASA Swimming Teacher Level 1 Certificate.

SKILLS REQUIRED:

- Well organised and efficient.
- Communicate effectively and confidently.
- Have appropriate knowledge of Club and Sport.
- Knowledge of ASA National Plan for Teaching Swimming.

MAIN DUTIES

- 1) Liaise with local schools, Sports/Swimming Development Officer, Schools Sports Coordinators, and Active Sports Development Officer (where applicable).
- 2) Liaise with Club Development Officer, Club Coach, Junior Development Coach and Public Relations Officer to organise taster/come and try sessions.
- 3) Develop, manage and promote sustainable club links with identified schools using the DSC Welcome Packs, presentations to schools/parents and talks involving Club Coach or others.
- 4) Communicate delivery of taster/come and try sessions to schools.
- 5) Attend local Schools Swimming Festivals, inter-schools galas and other competitions involving other school aged children (e.g. brownies and scouting events).
- 6) Monitor and manage taster/come and try sessions and liaise, together with coaching staff, with parents on follow up swimming assessments and joining the Club.
- 7) To follow and promote the ASA Child Protection policy and ASA Code of Ethics.

Signatures: Officer _____ Date: _____

Chairperson _____ Date: _____