



JOB DESCRIPTION - SWIM 21 COORDINATOR

JOB TITLE: Swim 21 Coordinator

RESPONSIBLE TO: Management Committee

SKILLS REQUIRED:

- Communication Skills (confident and effective)
- Well Organised and able to delegate
- Enthusiastic and a good motivator
- Approachable

MAIN DUTIES

- 1) To organise and oversee the Swim21 Audit stages within the Club;
- 2) To liaise with the Eastern Region Regional Development Officer, Lincolnshire Sports Development Officer;
- 3) To act as principle point of contact for all Swim21 activities within the Club and keep members updated on the Club's progress through the Swim21 process;
- 4) To seek out and identify, in liaison with the Club Coach and DSC Committee, appropriate courses for volunteers, coaching and teaching staff.
- 5) To liaise with the Volunteer Co-ordinator and Club Mentor to seek and identify appropriate volunteers and new recruits.
- 6) To liaise with the Club Coach, Junior Competitive Coach and Junior Development Coach in developing the teaching and coaching activities of the club.
- 7) In conjunction with the Club Committee identify the aims and requirements of the club against the Swim21 model and develop the Club's Swim21 Action Plan.
- 8) Review and monitor progress against the Club's Swim21 Action Plan.
- 9) To follow and promote the ASA Child Protection policy and ASA Code of Ethics.

Time Commitment:

Signatures: Officer _____ Date: _____

Chairperson _____ Date: _____