

Club Helper

St.Helens Swimming Club

JOB DESCRIPTION: CLUB HELPER

<u>JOB TITLE:</u>	Club Helper.
<u>ACCOUNTABLE TO:</u>	Club Committee.
<u>RESPONSIBLE FOR:</u>	Various club duties
<u>ADDITIONAL REQUIREMENTS:</u>	CRB Check through St.Helens ASC.

SKILLS REQUIRED:

- Motivated.
- Friendly.
- Approachable.
- Act with tact and diplomacy.

THIS IS NOT A COMMITTEE POSITION

MAIN DUTIES

- 1.** To help and assist in any aspect of the club deemed necessary by the committee.
- 2.** These specific tasks are listed below. (For Example)
 - Collect entrance fees from members on Club Nights, record attendance and hand over money to the Treasurer at the end of the night.
 - OR
 - Run the Club Shop and be responsible for the ordering and selling of Club Kit.
 - OR
 - Assist the Coaches on Poolside during competitions and club championships.
- 3.** To ensure that the Club achieves and maintains the standards required for Swim21 accreditation.
- 4.** To follow and promote the ASA Code of Ethics.
- 5.** To follow and promote the Clubs Code of Conduct.
- 6.** To follow and promote the ASA Child Protection policy.

Time Commitment: This is variable to each specific job.