

# School Co-ordinator

## St.Helens Swimming Club

JOB DESCRIPTION: SCHOOLS CO-ORDINATOR

- JOB TITLE:** Schools Co-ordinator
- RESPONSIBLE TO:** Club Committee
- ADDITIONAL REQUIREMENTS:** CRB Check through St.Helens ASC.
- SKILLS REQUIRED:**

- Administration.
- Book keeping.
- Tact and Discretion.

## MAIN DUTIES

- 1. Act as the main contact for all local schools**
- 2. Promote the activities of the club within the local community and schools.**
- 3. Liaise with other members of the committee to promote the aims of SHSC.**
- 4. To attend a minimum of 50% of committee meetings per year.**
- 5. To ensure that the Club achieves and maintains the standards required for Swim21 accreditation.**
- 6. To follow and promote club policies**
- 7. To follow and promote the ASA Code of Ethics.**
- 8. To follow and promote the Clubs Code of Conduct.**
- 9. To follow and promote the ASA Child Protection policy.**

**Time Commitment:** Minimum 1 hour per week + attendance at meetings.