



ROLE DESCRIPTION FOR SWIM 21 COORDINATOR

ROLE OF THE SWIM 21 COORDINATOR

To coordinate the implementation/development of the Swim 21 initiative within the club.

DUTIES OF A SWIM 21 COORDINATOR:

- 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 regards to funding the implementation of the Clubs Swim 21 Action Plan
- To follow and promote the ASA Child Protection policy

COMMITMENT/TIME FOR THE ROLE

Determined by the club e.g. 2 hours per week plus Committee meetings

SKILLS AND QUALITIES REQUIRED

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

BENEFITS OF THE ROLE

Contribution to enabling a club to achieve its full potential