

# Role Description - Swim 21 Coordinator

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## Role

To co-ordinate the implementation/development of the Swim 21 initiative within the club.

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## Skills

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

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

Approximately two hours per month plus Swim 21 sub-committee meetings.

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## Benefits to Self

Contribution to enabling the club achieve its full potential.

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I have read and understood the above role description and agree to carry it out to the best of my ability.

Signed .....

(Jan Tattersall)

Date .....