



Oxfordshire & North Buckinghamshire Counties ASA

## **MEDALS OFFICER - ROLE DESCRIPTION**

### **JOB TITLE**

Oxfordshire & North Buckinghamshire Counties ASA – **MEDALS OFFICER**

### **JOB PURPOSE**

To procure Championship Medals and Awards as necessary.

### **RESPONSIBLE TO**

The Oxfordshire & North Buckinghamshire Counties ASA Committee.

### **MAIN TASKS, DUTIES AND RESPONSIBILITIES**

#### **Championship Medals and Awards**

- Procure awards and medals as per Championship programme (the supplier usually engraves awards).
- Ensure all awards and medals are sorted by the gala and delivered before the commencement of competition each day of competition.

### **SKILLS AND ATTRIBUTES**

The ideal candidate will be organised, approachable, be able to work to a budget, and transport medals to the gala venues (although this could be delegated). Ideally, they should be willing to man the medal table for some, if not all days of competition, and work with the Trophy Officer and volunteer coordinator to ensure medal table rostering. Space is required to store the medals and awards ahead of the competitions.

The Medals Officer will report to the Counties Swimming Secretary.

### **TERM**

The person volunteering for this role should ideally be in post for a minimum of 3 years.