Academy Coordinator

Introduction

To ensure the smooth running of Team Bath AS Academy Swimming Squad. The Academy Coordinator is the central point of contact for administration, information and communication for swimmers and their families within the Team Bath As swimming Academy. They are part of the link between members, potential members, and external organisations and reports to the Chairperson.

Skills and ability needed

* You will be an excellent communicator with good verbal, written and IT skills
* You will have good administration skills Have excellent organisational skills
* You will have the ability to maintain confidentiality
* You will have the ability to work with others, both inside and outside the club

Main areas of responsibility

* To help with the day to day running of the Academy including organising ‘taster’ sessions to attract new swimmers.
* To liaise with the club’s Communications Manager about publicity for the Academy and provide ‘good news’ stories.
* To take guidance from the Coaching Teams regarding competitions, Academy criteria and training progress referring any questions to the appropriate person.
* To engage positively with members families ensuring that the squad is kept up to date with pertinent information, replying to basic questions or forwarding emails or queries to the relevant volunteer, coach or Management Committee member.
* To liaise with the Club’s Membership Secretary and Treasurer as appropriate about new and existing members so that they can set up and update membership records and fees.
* To promote volunteering for the Club to Academy families and refer any offers of help to the Training and Development Officer or Volunteer Coordinator.
* To provide a report prior to committee meetings about the current status and progress of the Academy.

Required Commitment

This will vary but will involve ongoing weekly responsibilities and regular attendance at Management Committee meetings. The role may be periodical, with more time in particular during the start of the new season, when introducing new parents.

Available support

* Access to resources and guidance via the ‘Club Hub’.
* Direct contact with and support from the Swim England Club Development Officers.

Benefits for you!

Contribution to ensuring that the Academy is well run and providing an opportunity to make a real difference to the success of your club.

Training requirement

* Current Safeguarding and Protecting Children certificate.