

# **Bicester Blue Fins**

## **Job Description**

### **Lessons Co-ordinator**

- Good organisational skills
- Good communication skills
- Knowledge of basic computer skills

#### **Main Duties:**

1. To act as administrator and co-ordinate Friday evening and Saturday morning lessons.
2. To organise a lessons waiting list and communicate with parents and teachers.
3. To organise lane movement with input from lane teachers.
5. To maintain and update the stock of badges required each term
6. To assess the stock of badges at the end of the financial year in preparation for the AGM.
7. Prepare and present a report at the Annual General Meeting of activities throughout the year.
8. To follow and promote the ASA Child Protection policy.