

Bicester Blue Fins

Job Description Squads Co-ordinator

Skills Required:

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

Responsible to the Committee.

Main Duties:

1. To act as administrator and co-ordinate squad training sessions across the week (Squads includes Mini Fins, Potential Development, Potential Development plus, Competitive 2, Competitive 1, Performance 2 and Performance 1).
2. To implement the squad structure as required by the Head/Assistant Coach(es) advising on organisational and practical considerations.
3. To organise squad movements with input from the Head/Assistant Coach(es) and communicate with parents, coaches and swimmers as well as Membership Secretary and Assistant Treasurer.
4. To co-ordinate with the Membership Secretary and Assistant Treasurer on joiners and leavers.
5. To follow and promote the ASA Child Protection policy.