

Bicester Blue Fins

Job Description

Swim 21 Coordinator

Skills Required:

- Well organised
- Communication Skills
- Administration Skills

Main Duties

1. To liaise with the appropriate Regional Development Officer, Local Authority Sports Development Officer, Swim 21 Club Committee and Club members.
2. To organise and oversee the audit and action planning stages of the Swim 21 process within the club.
3. To keep the Club updated on their progress through the Swim 21 process.
4. To ensure that Club members are informed of Swim 21 courses and seminars.
5. To liaise with the Treasurer and Management Committee with regard to funding the implementation of the Club's Swim 21 Action Plan.
6. To ensure Qualifications of Club Members are kept up to date.
6. To follow and promote the ASA Child Protection policy.