



The Pool Co-ordinator's main responsibility is to source and book venues for the club's training sessions and the management of the lifeguards.

Main Duties

- Liaise with venue providers to book facilities for training and other events.
- To recruit and maintaining a sufficient number of lifeguards required to cover the club's needs.
- To produce a lifeguarding rota and circulate to all lifeguards, Secretary and Treasurer well in advance and to update Secretary and Treasurer of any changes to the lifeguarding rota.
- To act quickly and efficiently when a lifeguard is unable to work their shift and to find replacement cover at short notice.
- To promptly inform the Head Coach and Club Secretary if a venue is unavailable and work together to resolve the situation.
- Check invoices, sent by the treasurer, are correct and advice accordingly.
- To source additional pool time as requested by the committee and present proposals for approval.
- Respond to email enquiries in a timely manner.
- Attend Committee Meetings and submit a report on your role.

Skills

- Well organised and efficient
- Good communication
- To be able to work under pressure and meet deadlines
- Proactive