



SWIM SECRETARY

Role

To ensure the smooth running of all swim sessions by maintaining all pool hire arrangements to meet the requirements of the club

Skills

- good communication skills
 - organised and efficient record keeping
 - negotiation skills
 - forward planning
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Main Duties

- To maintain current pool hire agreements
 - To arrange for additional pool hire and to negotiate hire arrangements
 - To keep abreast of changes to pool hire agreements, availability and arrangements, and notify teachers, coaches and the committee accordingly
 - To arrange for notification of swimmers and parents in the event of sudden pool closures
 - To maintain records of hours and lanes for Swim School and Squads
 - To monitor squad numbers and anticipate changes needed for future accommodation of numbers
 - To collect invoices, maintain records of costs, and liaise with Treasurer for payments
 - To maintain regular contact with pool managements
 - To provide all relevant teachers and coaches with copies of pool induction facilities, Emergency Action Procedures and other relevant information needed for the safety of the swimmers.
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Commitment

Ongoing, with telephone contact essential.
