



TEACHING SECRETARY

Role

To support the running of the Swim School and act as liaison between the Swim School and the Committee

Skills

- Good communication and people management skills
 - Sound financial management skills
 - Well organised and efficient
 - Sound knowledge of the club
 - Enthusiastic about the needs of young or learning swimmers
 - Confident and effective communicator
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Main duties

- To liaise with the Swim School Coordinator regarding all aspects of the employment of staff and their needs
 - To liaise with the Swim School Coordinator regarding organisation of swimming classes, achievement awards and progress
 - To liaise with the Swim School Coordinator regarding fees and finance and pass all financial records to the Treasurer
 - To attend sessions at the Swim School and liaise with parents to promote the club
 - To liaise with the Swim School Coordinator regarding coordinating membership applications
 - To support the Swim School Coordinator in liaising with the committee and squads division of the club
 - To help recruit volunteers to support the administration of swimming sessions
 - To give evaluative reports to the committee
 - To contribute to the direction and aims of the Swim School
 - To be part of the Employment Sub Committee
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Commitment

Ongoing, especially during term time and at weekends
