

Cheltenham Swimming & Water Polo Club

JOB TITLE: Schools Co Ordinator

RESPONSIBLE TO: Chairman

SKILLS REQUIRED:

- Well organised
- Communicate effectively.
- Administrative skills

MAIN DUTIES

1. To organise insurance for the activities, in liaison with SW ASA
2. To organise pool hire.
- ~~3. To publicise the sessions.~~
- ~~4. To organise registers, collecting subscriptions, coaches, lifeguards for each session.~~
- ³ 5. To undertake all the associated administration, and maintain appropriately.
- ~~6. To insure all personal details of children taking part in the sessions are complete, and maintained according to the data protection act, whilst ensuring all medical conditions are known by the coach.~~
- ⁴ 7. Provide the communications link between CSWPC and local Cheltenham schools.

Signatures: Schools Co ordinator.....  Date: 26/9/11

Chairperson:  Date: 9/10/11