



## ***SWIM 21 CO-ORDINATOR***

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### **Role**

To co-ordinate the implementation/development of the Swim 21 initiative within the club.

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### **Skills**

- Well organised and able to delegate
  - Administration skills
  - Enthusiastic and a good motivator
  - Approachable
  - Confident and effective communicator
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### **Main Duties**

- To organise and oversee the audit and action planning stages of the Swim 21 process within the club
  - To liaise with the Regional Development Officers, Local Authority Sports Development Officer, Club Committee and Club Members
  - To keep the club updated on their progress through the Swim 21 process
  - To ensure that Club Members are informed of Swim 21 courses and seminars
  - To liaise with the Treasurer and Club Committee with regard to funding the implementation of the Clubs Swim 21 Action Plan
  - To follow the ASA Child Protection policy
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### **Commitment**

Determined by the club, plus Committee Meetings

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### **Benefits to self**

Contribution to enabling a club to achieve its full potential.

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