



# The Killerwhales Swim Club of Havering

## Learn to Swim Administrator

### Learn to Swim Administrator

1. Rolls
2. Skills
3. Main Duties
4. Commitment
5. Benefits to Self

### 1. Rolls

To coordinate and manage the administration of Learn to Swim



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## 2. Skills

- Well organised and efficient
- Sound knowledge of the Club
- Confident and effective communicator

## 3. Main Duties

- To ensure Club and ASA membership forms are completed
- To maintain a register of Learn to swim and Supergroup swimmers
- To carry out leavers surveys
- To complete certificates across all sites
- To ensure all payments are received
- To consult with Head Coach on the best ways to promote Learn to Swim to ensure a constant flow of new swimmers through advertising, leaflet drops, schools promotions, crash courses and other initiatives.
- To respect and maintain confidentiality of swimmers, parents and all matters relating to the running of the Club

## 4. Commitment

Ongoing weekly responsibility

## 5. Benefits to Self

An opportunity to develop organisational and promotion skills

Updated 25/Oct/2010