

Job Description

Job title: Recruitment Coordinator

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1. Receive & manage new enquiries from either the club website, recruitment email, recruitment phone or via referrals.
2. Liaise with the appropriate qualified poolside teachers / coaches to arrange swimmer assessments.
3. Liaise with the Membership Secretary / Assistant Membership Secretary and Disability Liaison Officer as required.
4. Will be the first point of contact for new swimmers as they come into the club for their assessments or make prior arrangements with a club officer to cover if unable to be there in person. Give the new swimmer a brief introduction to the club, the clubs setup, swim venues, session times etc.
5. Take the new swimmer to the session they will be assessed in and introduce / hand over to the session teacher / coach.
6. Following an assessment, give the potential new member a breakdown of the options they have including possible start dates, costs and available sessions.
7. If new swimmer wants to become a member straight away, provide them with the appropriate membership forms. Collect completed forms plus initial membership fee payments and pass these on to the appropriate club officer.
8. To follow and promote the ASA Child Protection Policy.

Requirements:

The ideal applicant will have good organisational & communication skills with a pleasant, friendly, approachable manner and the ability to treat new enquiry issues in strictest confidence are essential. The ideal candidate will be the public face and communication point for all new membership enquires.

Reporting to:

Primarily reporting to the Membership Secretary and Assistant Membership Secretary. This role will not be part of the Executive Committee but may be requested to attend to give a status update.

Appointed by:

Nominated by the Swindon Dolphin Executive following the AGM as per the Swindon Dolphin Constitution.