

Job Description

Job title: Squad Administrator

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1. On behalf of the squad teacher / coach, distribute 'Swimming Meet Forms' already notated by the squad teacher / coach with the recommended races each swimmer should consider entering, to the swimmer / parent / guardian.
2. Collect completed 'Swimming Meet Forms' from the swimmer / parent / guardian together with the appropriate monies - in the form of a cheque - hastening where appropriate - by the agreed date and pass on to the Competition Secretary.
3. Keep the squad teacher / coach advised on completed forms returned.
4. Advise swimmer / parent / guardian on where the necessary information is held on the web site to allow for the correct completion of 'Swimming Meet Forms'.
5. Assist the squad teacher / coach in promoting squad meetings to the swimmer / parent / guardian and advising of non-attendance.
6. Advise the squad teacher / coach of any squad parental concerns and requests to meet and discuss with the squad teacher / coach.
7. Liaise with swimmer / parent / guardian in the arrangement of individual meetings with the squad teacher / coach.
8. Liaise with the squad teacher / coach to ensure the swimmers have the required level of ASA registration, arrange the issue of the necessary forms, ensure their collection and passing on to the Registrations Secretary.
9. Act as the communication conduit between the swimmer / parent / guardian and the Membership Secretary, Treasurer, Competitions Secretary and Fixtures Secretary. Where deemed necessary ensuring the delivery of non-sensitive correspondence i.e. of a non-personal / confidential nature, to the swimmer / parent / guardian and confirmation of reply where necessary.

Requirements:

To act as a main communication conduit between the Club and Squad members / parents.

Reporting to:

The Squad Coach / Teacher covering your allocated Squad.

Appointed by:

Squad Coach.