

EDMONTON PHOENIX SWIMMING CLUB

JOB DESCRIPTION

Job Title: Swimming Teaching Co-ordinator

Reports to: The Committee

Brief Description: Overall responsibility for the smooth running of all teaching sessions. Active encouragement of the development of both swimmers and staff.

Location: To attend on pool side for agreed sessions and to undertake all necessary administration work outside of these hours in order to achieve the above (expected to average approximately 25 per month)

Hours:		
<i>Hours stated are specific to current available sessions and are subject to change:</i>	Thursday: Edmonton 2 hours Friday: Southbury 1.5 hours Sunday: Southbury 1 hour	+ Registers etc for Tuesday: Edmonton 1 hour Sunday: Edmonton 1 hour (pool attendance to be covered by Deputy Co-ordinators)
Salary:		

Duties and Responsibilities – all to be carried out whilst working in close association with the Deputy Co-ordinator/s, and where necessary, members of the Committee.

Administration

1. Compilation, updating and regular maintenance of accurate registers for teaching sessions, including sessions covered by Deputy Co-ordinator/s, for both swimmers and staff attendance, to include the recording of swimmers achievements (badges) and the signing of staff time sheets.
2. In liaison with the Committee, arrange for contact with local schools, magazines, local press and the Web Site Administrator in order to publicise the club and any vacancies for both swimming and staff positions.
3. Put together a programme of balanced learning for the swimmers in order that a consistent standard of teaching/learning is achieved throughout the teaching sessions.
4. Receive telephone enquiries regarding vacancies for lessons. Invite parents to attend a teaching session and arrange trial swims as necessary. Keep a waiting list and make contact with parents when appropriate.
5. Arrange regular meetings with the Deputy Co-ordinator/s to ensure consistent standards throughout the Teaching Section of the Club.

Staff

1. Supervision of Teaching Staff and Lifeguards. Arrange monthly staff meetings to keep all staff up to date with club news and events. Inform staff of cancelled sessions ie Xmas holidays, emergency pool closures etc.
2. Ensure adequate staff cover for all teaching sessions, both teachers and lifeguards. Arrange Co-ordinator cover for periods of absence, if necessary with the assistance of the Committee.
3. Liaise with Coaching Staff with regards lifeguard cover for Coaching only sessions under their charge.
4. Create and maintain a register of availability of all staff to help with emergency cover.
5. Keep all current members of staff up to date with details of teaching/lifeguard vacancies and where hours cannot be covered by current staff, liaise with the Committee regarding advertising for and employment of new staff. Ensure that all new staff are notified to the Welfare Officer (for CRB checking) and the Treasurer so that all necessary paperwork can be completed.
6. Provide all teaching staff with relevant information to allow them to deliver consistent standards of teaching throughout the club and to supervise the implementation of this teaching, including badge work.
7. Introduce and manage an agreed orientation programme for new Teaching Assistants ensuring a good range of experience and agreed number of hours training. Ensure good supervision of these trainees. Provide them with a log book to record their hours, experience etc.
8. Encourage staff whether unqualified or qualified to attend training courses to further their qualifications.

Swimmers

1. Implement agreed programme of balanced learning throughout the teaching sessions to ensure a consistent standard of achievement throughout the club for all levels of learners.
2. Inform swimmers of badges achieved and arrangements for the payment and collection of badges and certificates.
3. Notify swimmers/parents of cancelled sessions ie Xmas holidays and emergency pool closures.
4. Regular promotion of swimmers throughout the Teaching Section and to Squads as they progress.
5. Deal with queries from parents regarding their swimmers and the Club including collection of monies (in sealed envelopes) on behalf of the Treasurer.
6. Implement suspension of water time for those swimmers who do not pay their swimming fees.

General

1. Support the Committee in the effort to achieve Swim 21 accreditation for the Club and following success, support and implement all elements of the Swim 21 Programme.
2. Attend monthly Committee Meetings to give report on Teaching Section of the Club.
3. Maintain high standards of customer care representing the Club in a professional manner.
4. To follow and promote the ASA Child Protection policy.

Signature ... *S Thomas*.....

Name ...SUE THOMAS.....

Date ...18/08/2007.....

Signature of Club Official ... *Frank Browne*.....

Name: ...FRANK BROWNE - CHAIR.....

Date: ...18/08/2007.....