

ROLE: Indoor Activities Officer

RESPONSIBLE TO: Chairman

PURPOSE: Responsible for coordinating the weekly swim sessions & turbo rides etc.

COMMITMENT: 4+ meetings a year plus regular admin tasks.

Roles and Responsibilities

- To be responsible for coordinating the weekly swim sessions & turbo rides - schedule changes according to season.
 - Posting events on private Facebook group and calendar.
- To maintain up-to-date records in ClubSpark i.e. for Swim session attendance.
- To coordinate swim payments with the Treasurer in ClubSpark.
- To manage swim cancellations and waiting lists.
- To provide a report for each committee meeting.
- Prepare an end of year report for consideration at the club AGM.

Skills and Qualities

- Organised
- Methodical
- Approachable and a good listener
- Respect of confidentiality
- Tactful and discrete

NAME			
SIGNED		DATE	