

ADMINISTRATOR

Alison Osmond

Role

To ensure the smooth running of club administrative requirements

Skills

- Administration skills desirable
 - Good working knowledge of Microsoft word and minute taking desirable
 - Good verbal and written skills
 - Well organised and efficient
 - Sound knowledge of the club
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Main Duties

- Manage the club's correspondence and ensure it is answered in a timely manner.
 - Collect messages from the club answer phone and ensure they are returned and/or passed onto the appropriate person within the club.
 - Manage the club's trial swim process.
 - Ensure the club membership database is accurate.
 - Produce the club registers/squad lists on a monthly basis.
 - Abide by all policies and codes as required by the Club.
 - Comply with the Clubs' Health & Safety policy and any other Health & Safety regulations that are appropriate.
 - Follow and promote the ASA Child Protection policy.
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Commitment

Ongoing weekly responsibility

Benefits to Self

Contribution to ensuring a well managed club and an opportunity to make a real difference to the success of your club
