



Club Shop and Helpdesk Officer

ROLE

The Club Shop and Helpdesk Officer provides an integral link between the Club, its members and parents. The key tasks are to provide a healthy stock of swimming equipment that has been requested by the Head Coach. To be able to hand out and receive all necessary documentation/information sheets as required. Maintain a roster that allows the Club shop/helpdesk to be open at key times with the Club swimming timetable.

SKILLS

- Enthusiastic with good interpersonal skills
- Able to work within a team
- Administration skills, accountability of Shop accounts to Treasurer
- Sound organisational skills
- Able to work in partnership with others, both within and outside the club

MAIN DUTIES

- Maintain a healthy club shop portfolio in liaison with the Head Coach
- Accountability with regard to income/expenditure of Club Shop accounts to Treasurer
- Maintain a roster that allows the Club Shop/Helpdesk to be open at key times
- Co-ordinate with other team members to ensure correct documentation is readily available to all club members

COMMITMENT

Determined by club, i.e. 2 hours per week plus Committee Meetings.

BENEFITS TO SELF

Achieving a high level of satisfaction in helping the club build a solid foundation to its members as part of the education within the swimming community.