



Foreign Camp Organiser

ROLE

Organise travel and accommodation for a 7 day foreign camp.

SKILLS

- Excellent organizational skills
- Good communication skills
- Reliable and honest

MAIN DUTIES

- To enquire, budget and arrange accommodation, pool hire and travel for forthcoming camp
- To advertise camp details and produce costing's
- Contact for approval
- Arrange itinerary with help of swim coach
- Arrange all Team Managers necessary
- Receive payments from swimmers and issue receipts for monies. Ensure payments for camp are paid promptly within correct time scale
- Complete a risk assessment for camp; travel, accommodation and pool
- Arrange any other recreational activities within costing's
- Ensure Passports and necessary paperwork complete

COMMITMENT

TBC.

BENEFITS TO SELF

Help develop and gain useful skills and experiences. To feel valued as a member of a team and gain additional knowledge about the sport and the running and organization of the club.