



## Swim 21 Co-ordinator

### ROLE

The SWIM 21 Co-ordinator is required to understand the ASA club development model and how it can be used to develop/enhance the club through its swimmers, coaches and administration team to achieve their full potential.

### SKILLS

- Enthusiastic and a good motivator with a sound knowledge of the club and people within the club
- Administration and organization skills
- Able to work in partnership with others, both within and outside the club
- Well organised and able to delegate
- Approachable
- Reliable and honest

### MAIN DUTIES

- To help provide the framework for the development of the club structure, both administrative and competitive
- To encourage the club committee to have a long term goal for development
- Raise awareness through the club how the ethos of SWIM 21 can provide appropriate opportunities for swimmers at each stage of their development
- Open a dialogue between clubs/coaches which will hopefully lead to joint ventures
- Establish a partnership with other swim clubs

### COMMITMENT

Will need to have the commitment and time required to administrate the SWIM21 programme within the club. To be available to attend Committee meetings and be readily available to members who require SWIM 21 administration support.

### BENEFITS TO SELF

Achieving a high level of administration and communication skills that will contribute to a well-managed and governed club giving potential to grow and develop.