

ENFIELD SWIMMING CLUB



Role Description – Administrator

RESPONSIBLE TO: Club Committee

MAIN DUTIES:

1. Follow and promote the ASA Child Protection policy.
2. Circulate quarterly invoices for teaching fees and monthly invoices for coaching cash payers.
3. Collect teaching and coaching fees and entry fees for galas.
4. Bank cash/cheques.
5. Assist parents/carers with any questions at poolside.
6. Liaise with Club Secretary and Teaching Co-ordinator regarding membership queries.
7. Cover for Teaching Co-ordinator during absence.

Commitment

Ongoing weekly responsibility
