

FACILITY COORDINATOR Role Descriptor

PURPOSE

To co-ordinate facility access for all squads within the club programme

MAIN FUNCTIONS AND DUTIES

- Maintain records of available water space
- Maintain an inventory of club equipment and stock held at each facility.
- Arrange for equipment and stock at each facility to be physically protected.
- Arrange with Treasurer for adequate insurance for Club property.
- Recommend new items of equipment for purchase by the Club.
- Arrange routine maintenance of equipment as required.
- Follow and promote the Scottish Swimming Child Wellbeing & Protection policy.
- To liaise closely with facility managers in ensuring continued access.
- To liaise with coaches and committee on facility requirements.
- To complete booking forms for all facilities.
- To be point of contact if facilities are closed.
- To inform all parties of changes in training times
- To attend General Committee meetings to advise on facility matters and contribute to the general management
- Ensure coaches/swimmers/parents are made aware of facility closures during holiday periods and any alternative arrangements
- To liaise with the secretary and treasurer with information on bookings

SKILLS / ATTRIBUTES

- Attention to detail
- Record Keeping
- Good organisation and communication skills

REQUIREMENTS

- Be a member of Scottish Swimming
- Sign and adhere to the Club's Volunteer Code of Conduct

TRAINING AND SUPPORT

Safeguarding & Protecting Children Workshop (renewable every 3 years)

TIME COMMITMENT

Time commitment can vary dependant on size and nature of club, and events attending.