

Runnymede Swimming Club

Jack Petchey Co-ordinator and Social Secretary

(Accountable to Runnymede Swimming Club Committee)

Role:

Manage the Clubs partnership with the Jack Petchy Foundation and with members support in the delivery of Club social events

Skills:

Administration

Team Work

Good Communication

Problem Solving

Main Duties:

1. Promote the Mission of Runnymede Swimming Club
2. Promote the of Runnymede Swimming Club
3. Follow and promote all Club Policies and Objectives
4. Promote and manage the Clubs Jack Petchy reward and recognition programme
5. Identify Jack Petchy funding opportunities for the betterment of the Club and its members
6. Work in partnership to identify and deliver Club Social events
7. In partnership with Club members and others ensure that all social events are appropriately risk assessed
8. Maintain qualifications as required
9. Attend Club meetings as required