



Cults Otters Amateur Swimming Club

Job Description: Learn to Swim Coordinator – Administrator / Training

Accountable to: Otters Management Steering Committee

Responsible to: Club Chairman

Recommended Qualifications

ASA Teachers Certificate Level Two
Provisional or full licence from Scottish Swimming
Disclosure Scotland Checked
Child Protection Course
National Rescue Test Certificate
IOS Insurance

Skills Required:

- Sound organisational skills.
- Ability to communicate with effectiveness, via email, telephone and face to face
- Team working

Aims

- Creation and maintenance of an environment in Cults otters LTS that will promote the teaching and learning of swimming among beginners and facilitate the development of swimmer skills to the benefit of the children involved and swimming in general.
- Teaching of beginners to enable them to feel at ease in the water and develop sound basic techniques that can be built upon in the process of developing the potential of swimmers.
- Provision of high quality teaching programmes and leadership of the teaching team.
- Provision of clear, progressive and accessible development pathways for swimmers and teachers of all abilities

MAIN DUTIES

Organisation

- Planning, organizing, and implementing a comprehensive Learn to Swim program.

Management of Swimmers

- Planning, organizing, and implementing a comprehensive Learn to Swim program, Syllabus Aqua 1 - 5.
- Management of promotions and collecting of Aqua reports: Ensure accessible, open and clear records about swimmers to allow for progression of learners through the programme and upwards to swimming squads. ?
- Responsible for issuing end of term reports / certificates to swimmers / parents



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Management of Swimmers (continued)

- Allocated swimmer into class or onto awaiting list, once assessment has been carried out, by a Level 2 teacher.
- Maintain class lists
- Maintain teachers list.
- Maintain swimmers list.
- Placing swimmers into classes.
- Responsible for filing incident and accident reports ?

Management of Teachers

- Interviewing and selection of candidates for Teacher / Assistant positions.
- Development, organisation and promotion of a Teacher Development Programme for the teaching team. Attendance at relevant conferences and other educational events to ensure that personal knowledge, skills and attitudes are up to date and relevant to the requirements of the post.
- Ensure that all teachers are aware of the emergency action plan for the pool that they are working at.

Administration

- Collection of timesheets and advising the treasurer of payments to Teachers / Assistants.
- Preparation and management of a budget agreed for the areas of the work programme in close liaison with the club Treasurer
- Management of promotion letters,
- Billing of all children within LTS.
- Billing of all Companies i.e Total within LTS.
- Collection of accounts.
- Keep all documentation up to date

Communication

- Attendance at the monthly Club Management Steering Committee meeting and other adhoc meetings (on request)
- Ensure a smooth transition between Otters LTS program and Otters Junior Coaching squads through the arrangement of bridging sessions (Otter Cubs).
- Teacher / Administrator meeting once or twice a term.

Time Commitment:

- 2 – 3 hours per day, some days all day.



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Remuneration

- £ TBA
- LTS Co-ordinators are self employed and responsible for their own Tax and National Insurance

Signatures:

LTS Coordinator _____ Date: _____

Chairperson _____ Date: _____