

## ELLESMERE PORT AMATEUR SWIMMING CLUB

(Affiliated to ASA North West Region)

### JOB DESCRIPTION: TRAINING OFFICER

**JOB TITLE:** Training Officer

**RESPONSIBLE TO:** Executive Committee

**SKILLS REQUIRED:**

- Communication Skills - Well Organised
- Enthusiastic - Ability to motivate

**MAIN DUTIES**

- 1) Identifying the aims and training requirements of the club.
- 2) To seek out and identify appropriate courses.
- 3) Select courses for the appropriate candidates.
- 4) To liaise with the Volunteer Co-ordinator to seek and identify appropriate volunteers and new recruits.
- 5) To develop, along with the committee, the clubs Action Plan.
- 6) To implement current action plan.
- 7) To develop along with the Head Teacher and Chief Coach the teaching and coaching activities of the club
- 8) To follow and promote the ASA Child Protection policy

**Time Commitment:** (e.g.2 hours plus per week approximately)

**Signatures:** Officer \_\_\_\_\_ Date: \_\_\_\_\_

Chairperson \_\_\_\_\_ Date: \_\_\_\_\_