

Thanet Swim Club

Events co-ordinator

Time Requirement

This role will be requiring irregular input, however as a guide we would expect it to be on average approximately 0 – 0.5 hours per week

Responsibilities

- Working with the Clubs committee and coaches to manage the booking and planning of club events, such as:-
 - Swim camps;
 - Long course training;
 - Guest swimmer events;
 - Club social events (non social committee events);
- Work with the social committee to ensure helpers for events
- Communicate (via Swim Club manager) event details and manage sign ups
- Deal with suppliers to ensure bookings are made and fulfilled
- Work with the Treasurer to track payment plans to ensure members pay for trips

Skills

Good IT skills

Good negotiation skills

Good communication skills