



Nottingham Northern Swimming Club
Beechdale Swimming Centre
Beechdale Road
Bilborough
Nottingham
NG8 3LL
www.northernsc.co.uk

JOB DESCRIPTION SCHOOLS COORDINATOR

Responsible to:

Nottingham Northern Swimming Club Management Committee

Skills required:

Well organised
Communication Skills
IT Skills

Main Duties

To liaise with the head of PE department, or co-opt a NNSC member who has involvement with the school, to act as a contact person for NNSC.

To display a poster on the school noticeboard with a school contact name who will have a supply of leaflets with relevant information and contact details for NNSC.

To provide poster and leaflets to schools.

Signatures:

Officer..... Date.....

Chairperson.....Date.....