



TCA Committee Job Description

Role Title: Pool Co-ordinator

Role Description:

The Pool Coordinator will ideally have sufficient understanding of kayaking to be able to fit the right person to the right boat and be able to manage the winter pool timetable and liaise with members by letter and e-mail:

Responsible to: Chair/Committee/club members

Key Tasks:

- liaise with the management at Saltash Leisure Centre to make bookings in advance,
- promote pool sessions to club members,
- take and confirm bookings for pool sessions,
- ensure that pool sessions are well attended and
- advise coaches in advance of the dates and times of pool sessions and the number of trainees

Liaison: Club members, Saltash Leisure Centre, Coaches.

Time Commitment: Approx 20 hours per year

Allowable Expenses:

These must be approved by Chair/Committee and supported by documentation ie receipt or invoice and presented to the Treasurer.

Time Period of Post:

One Year – from AGM to AGM