

JOB DESCRIPTION – CLUB HELPER

JOB TITLE: Club Helper

Role of Helpers but not exclusive

- **Poolside Helper**
- **Qualified Timekeeper**
- **Land Training Assistant**
- **Funding raising helper**
- **Events helper**

RESPONSIBLE TO: The General Committee

AIMS AND OBJECTIVES

- To represent Hawick Amateur Swimming Club club professionally.
- Ability to motivate athletes
- Ability to communicate effectively with athletes and volunteers

DUTIES AND RESPONSIBILITIES

These duties and responsibilities will be respective to the role of the helper

- Under the direction of the coach, work with a small group of participants to help them achieve the aims of the session.
- Take on an organising / supervisory role at the beginning and end of the session and during breaks.
- Keep a register of those attending, along with details of any particular needs they have and emergency contact numbers.
- Ensure that coaches are well briefed about any special needs of the participants involved (medical conditions/ disabilities etc)
- In liaison with the Coach, ensure that the area is safe to use. If there are any hazards which cannot be overcome, point these out to the participants before the start of the session.
- Identify, if required and in line with club procedures, additional volunteers to assist in the running of the club activities i.e. parents

- Abide by the Code of Conduct and adhere to all club policies – child protection, fair play and equal opportunities to all members.
- Take responsibility for ensuring that the equipment is correct and is kept in good working order.
- Be aware of and follow the procedures for recording accidents.
- Be aware of the club's Health and Safety policy and Emergency Procedures.
- Ensure that there is a well stocked, accessible first aid kit at the venue and a telephone nearby.
- Liaison with the PFI on land training and assist in the control and administration of an effective land training program