



GCSC Pool Co-ordinator

Role

Co-ordinate pool / facilities bookings for training and ad-hoc events

Skills

- Well organised and efficient
 - Excellent interpersonal skills
 - Ability to react quickly to changing circumstances
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Main Duties

- Book pool time and other facilities required for regular training, at GL1, Cheltenham College, Cheltenham Ladies College, Sir Thomas Rich's School, Athlete Academy and others as required
 - Book pool time / facilities for other events, including liaison with Open Meet Co-ordinator
 - Close liaison with coaching team to ensure cancellations or adjustments are made in good time, enabling cost saving where appropriate
 - Close liaison with GL1 and other facility providers to identify any necessary changes to arrangements
 - Securing alternative venues where feasible in the event of changes or unforeseen cancellations
 - Reconciling invoices against pool time / facilities used and resolution of queries before presenting to Treasurer.
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Commitment

Ongoing commitment, with ability to react quickly in the event of changes

Benefits to Self

Opportunity to develop strong relationship with leisure facilities providers and represent GCSC as a well-managed club
