

## **Committee Role Description**



### **Role Title: Pool Bookings / Schools**

#### ***Liaison Officer***

**Description:** To provide a central point of contact and liaison between the club and venue / facility personnel and educational establishments. This role has responsibility for ensuring that bookings for all venues and facilities used by the club are confirmed and that arrangements for lifeguards are in order as required.

#### ***Duties / Responsibilities:***

- To provide advance notice to all venue / facility personnel of the club's prospective requirements.
- To arrange and confirm all venue / facility bookings for ongoing scheduled activities and for programmed events / galas.
- To maintain relations with all venue key decision makers and to brief the club committee as necessary.
- To oversee the deployment of qualified lifeguards available to the club for all activities as required and to make arrangements with individuals to ensure adequate cover for all activities.
- To maintain and update records of lifeguard's qualifications for the club's internal use.
- To foster, develop and maintain working relationships with local schools and educational establishments.
- To promote the club's activities to local schools and educational establishments and to encourage participation and joint-working where possible.

#### ***Time Commitment:***

- Generally low level of time commitment required. Majority of contact / correspondence can be maintained by telephone / email.

#### ***Calendar of events:***

- July / Aug – Confirm scheduled bookings with principal venues.