
GREENWICH BOROUGH MARINERS

Swimming Club

(Affiliated to K.C.A.S.A. & London Region A.S.A.)

MEMBERSHIP SECRETARY

Role

To provide a main contact for prospective and current Club members and dealing with all ASA member requirements.

Skills

- Administration skills desirable
- Good working knowledge of Microsoft word and spreadsheet skills as appropriate
- Good verbal and written skills
- Well organised and efficient
- Sound knowledge of the club

Main Duties

- Deal with the day to day enquiries from prospective requirements and inviting them to trial with the Club
- Registering and providing all relevant Club documentation to new members
- Maintaining a membership Register
- Dealing with squad transfers and leavers and supplying coaches with relevant squad information
- Dealing with ASA member requirements including re-registration every year
- Responsible for Club's Annual Membership Subscriptions

Commitment

Ongoing weekly responsibility including all club committee meetings