



Bletchley & District Swim Club

Affiliated to the ASA South East Region and the Oxon & North Bucks ASA

JOB DESCRIPTION: RECEPTION DESK STAFF

RESPONSIBLE TO:

To the committee.

MAIN DUTIES:

1. The reception desk is the public face of the swimming club, it is important that the person manning the desk is polite, friendly and well informed about the Club.
2. The person manning the reception desk is responsible for taking the register of swimmers, collecting any cash fees where applicable, issuing receipts and completing cash forms for the Treasurer.
3. The person manning the reception desk is responsible for selling club hats, goggles, T-shirts, and bags.
4. The desk person will also issues badges to swimmers on production of correct paper work, preparing certificates for signature, issuing certificates and taking/recording the money for the badges.
5. Distribute PB certificates when asked, as well as collecting in and passing on to the Award Secretary all signed sprint award slips.
6. Distribute membership renewal forms at beginning of the year and pass completed forms and the year's membership subscriptions to the Membership Secretary and Treasure respectively. The completed forms are returned to the Membership Secretary.
7. Distribute membership cards and ASA membership cards.
8. Issue new swimmers' parent/guardian with a membership, completed membership application must done before the child swims full time.
9. The membership form together with the appropriate membership subscription must be collected in, the child entered in the register and the form given to the Membership Secretary.
10. Distribute any letters, gala sheets, or other general information passed to them by the committee, or appropriate person.
11. At the end of each session complete a cash form giving details of fees taken, monies taken for swim wear, badges et cetera. The money and the form are then passed on to the Treasurer.
12. The Desk also responsible for displaying a bound copy of the club rules and EOP for any club member to read.
13. Refer any unanswered questions to a committee member for actioning.
14. In the event of an emergency take the register after checking that the viewing area is clear and then assist the Head Coach/Teaching Staff in checking swimmers.
15. The desk person must also be aware that the first aid box, accident book and space blankets are held

Print Name: _____ Time Commitment: _____

Signatures: _____ Date: _____

Chairperson _____ Date: _____