Camden Swiss Cottage Swimming Club

Becoming an Admin Volunteer (Roles Available)

Camden's Family Contribution Policy

Why admin roles are needed

A number of regular jobs have to be done consistently for the club to run smoothly. Like other clubs, these roles are done by parent volunteers. The work is mostly communications, registrations and scheduling, done from home across the season rather than poolside on the day.

An admin role is more work than volunteering on the day, not less. A poolside session is one afternoon; these roles run for a year or more and need steady commitment right through the season. They suit people who would rather give their time consistently across the year, and who want to help set the club up well for the long term. That matters more than usual in this first year.

How admin roles work

- Every role below is open. We are starting the admin team fresh now the club is a charity, with one or two experienced people advising for six months. We may add or change roles in future years; anything new goes to all families at once.
- All roles start in September 2026. Most run one year, to 31 August 2027. Roles on an annual cycle, such as meet licensing, run two years: learn and do, then do and teach, with an optional third year advising. The Deputy Volunteer Coordinator runs three years.
- Most roles need access to club systems, or training, before you start.
- Admin points are signed off twice: on 31 March 2027, so your swimmer can keep competing, and at the end of the season.
- All roles attend a monthly committee meeting, around 45 minutes on Zoom, usually at 8pm.

Role	Term	Requirements	Total	Filled	Status
Squad Coordinator, Academy & Development	1 year	J1 or Team Manager. Child in Academy Gold, competing at least 2 years.	2	0	**2 open**
Squad Coordinator, Junior Potential	1 year	J1 or Team Manager. Child in this squad band.	2	0	**2 open**
Squad Coordinator, Competitive	1 year	J1 or Team Manager. Child in this squad band.	2	0	**2 open**
Squad Coordinator, Age Group / Youth Performance	1 year	J1 or Team Manager. Child in this squad band.	2	0	**2 open**

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Role	Term	Requirements	Total	Filled	Status
Renewals & Progression Coordinator	2 years	J1 or above. Child competing at least 2 years.	2	0	**2 open**
Meet Manager	2 years	Swimmer in Academy Gold or above, competing at least 2 years.	2	0	**2 open**
Meet Promoter	2 years	Swimmer in Academy Gold or above, competing at least 2 years.	2	0	**2 open**
Social Media Coordinator	2 years	Marketing or communications background. Familiar with Instagram and Facebook.	2	0	**2 open**
Deputy Team Manager Coordinator	2 years	Certified Team Manager with at least 2 years regularly volunteering across a range of competitions. Child ideally in Academy Gold or above.	2	0	**2 open**
Deputy Volunteer Coordinator	3 years	J1, and/or willing to certify as a Team Manager. Child in Academy Gold or above, competing at least 2 years.	2	0	**1 open**

Applications and appointments

- **The extension of interest form is now closed.**
- Every appointment includes a short conversation with the Volunteer Coordinator and the Club Chair/Head Coach. It is not an interview: we check the commitment works for you, and that the role suits how you communicate. Confirmations by 20 September 2026.

Role descriptions

Each role starts with its background requirements. Please check those first.

Squad Coordinator

8 of 8 open

Background requirements

- You must have a child in the squad band you coordinate. You see those parents regularly, which makes the job much easier.
- You must be a certified J1 Official or Team Manager (or one of each as two people will share the role). J1 is preferred as we need far more J1s than anything else, and a large part of this role is helping parents certify. That is hard to explain if you have not been through it yourself. Likewise, the

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Team Manager has pool side experience and involves description given the safeguarding components..

- If nobone certified comes forward, we will hope for a J1 in training, meaning someone who has completed their J1 theory and is working through their pool side hours. Failing that, we will consider anyone already volunteering in another role, on the agreement that they certify as a J1.
- Academy and Development only: your child must be in Academy Gold (or in a younger squad with an older sibling in one of the upper squads with at least two years of competing) This coordinator gets most of the competition questions.

Responsibilities

- Remind your squad's parents to sign up before each meet. Up to five chasers per meet, starting two weeks out, plus one to one questions.
- Fill enough volunteer places for each meet to run.
- Help parents down the volunteer pathway they prefer: J1, Timekeeper, Team Manager, Announcer or Timing Suite, or Non-Technical. Answer their questions and help them certify where needed.
- Share sign-up sheets with visiting clubs at our meets, and get sign-up links from other clubs for theirs.

Training and skills

- Patient and polite. You will answer the same question many times, and nudge parents to step up so their child can compete.
- Able to manage your own time across the chaser window.

Time commitment

- 1 to 3 hours a week, right through the year. Likely closer to 3 hours a week at the beginning, and less later on as parents progress through their pathway.

Renewals & Progression Coordinator

2 of 2 open

Background requirements

- You must be a certified J1 Official or above.
- Your child must have been competing for at least two years.

Responsibilities

- Keep a running list of all J1+ officials and Team Managers, with their certification dates.
- Prompt them to renew in good time, so certifications do not lapse and nobody has to recertify.
- Spot J1s who could progress to J2, J2S or Starter, and work with the referees to support them.

Training and skills

- Organised and methodical, comfortable tracking dates.

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- Encouraging, with an eye for who is ready to progress. Parents already poolside often, or with several swimmers, are usually the best candidates.

Time commitment

- Around 1 to 2 hours a week, steadily through the year. There is no fixed renewal window, so renewals and progressions need working through as they come up.

Meet Manager

2 of 2 open *Each Meet Manager organises two of the four meets a year.*

Background requirements

- You must have a swimmer in Academy Gold or above who has been competing for at least two years, at any club or clubs combined. The role needs that competition knowledge.
- J1 or Team Manager is helpful, but not required.

Responsibilities

- Organise up to four Future Stars meets a year. Most of the work is preparation beforehand, but you also need to be there on the day.
- Book the pool and rooms well in advance, and agree dates with the lead coaches and the Club Administrator.
- Run a pre-meet meeting with the leads: Meet Promoter, Lead Referee, and pool Duty Manager. Give each of them the timings, schedule and responsibilities in writing.
- Order catering and arrange deliveries to reach the pool at the right time.
- Organise and oversee the non-technical volunteers, including briefings and role allocations each session
- Liaise with the leisure centre team throughout, and troubleshoot any area that needs help on the day.
- Brief the On-site Meet Day Coordinator, who is the first point of contact once the meet is running. Afterwards, capture lessons learned with the Meet Promoter for the committee.

Training and skills

- Organised, with clear written communication.
- Comfortable holding several people to a schedule.
- You will be shown the job in year one by someone who has done it before, so you can run it in year two and train the person coming after you.

Time commitment

- Seasonal. Heavier in the weeks before each of your two meets, and quieter in between.
- You need to be on site for the whole day of each meet you organise, from the start including set up, to the finish including full pack down.

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Meet Promoter

2 of 2 open

Background requirements

- You must have a swimmer in Academy Gold or above who has been competing for at least two years, at any club or clubs combined. The role needs that competition knowledge.
- J1 or Team Manager is helpful, but not required.

Responsibilities

- Promote our up to four Future Stars galas. The Meet Manager plans the meet, you sell it.
- Publish meet conditions and apply for meet licences.
- Invite other clubs, and chase their entries in time for the lead coach to clear them.
- Publish and archive results, and write the post-meet summary with the Meet Manager.

Training and skills

- Organised, with strong communication skills. Planning experience helps.
- You will be shown the job in year one by someone who has done it before, so you can run it in year two and train the person coming after you. Templates provided.

Time commitment

- Seasonal. Around 3 to 5 hours a week for the couple of months before each meet, and for a couple of weeks afterwards.

Social Media Coordinator

2 of 2 open

Background requirements

- No qualification or squad requirement. Open to any family.

Responsibilities

- Remind squads to take photos at competitions and send them to you afterwards.
- Keep all photos in the CSCSC Drive, organised by swim year and meet.
- Write guidance on what we post, for example covering the squads evenly and always posting team medal photos.
- Improve the process over time, so we celebrate our swimmers and show the club well to families thinking of joining.

Training and skills

- Ideally a professional marketing or communications background.
- Familiar with Instagram and Facebook.

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- Polite, professional communication style.

Time commitment

- Around 3 to 5 hours a month, spread across the competition season.

Deputy Team Manager Coordinator

2 of 2 open *Looking after the people who look after the swimmers.*

Background requirements

- You must be a certified Team Manager with at least two years of regularly volunteering as a Team Manager, across a range of competitions. You will be helping others through the process and building better onboarding, so you need a solid understanding of how different competitions work in order to explain them.
- Ideally your child is in Academy Gold or above, so you have experience of both Level 3 and Level 4 meets.
- Two people share this role, so you are not carrying it alone.

Responsibilities

- Work with the Squad Coordinators to spot parents who could become Team Managers, and start the conversation that gets them onto the pathway.
- Tell the club when a candidate is ready for their DBS check, which is once both of their training sessions are booked.
- Be the first person a new Team Manager can ask. Check in before their first meet, and again afterwards, so nobody is left working it out alone on the poolside.
- Pair every new Team Manager with an experienced one for their first meets, and make sure that pairing actually happens on the day.
- Keep the Team Manager group organised: who is certified, who is part way through, who is available for which meets, and who has not been asked in a while.
- Gather what new Team Managers found confusing, and fix it in the guidance rather than explaining it again each season.
- Build the processes we do not yet have. Briefing notes, a first meet checklist, a standard welcome message, so the job does not depend on one person remembering.
- Work with the Renewals & Progression Coordinator, who owns certification dates and renewals. You look after the people; they look after the records.

Training and skills

- Warm and approachable. Most of this role is making people feel able to ask a question they think is obvious.
- Organised, and willing to write things down so the next person inherits something better than you did.
- Comfortable spotting when someone is struggling and stepping in before they drop out.

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Time commitment

- Around 1 to 2 hours a week, busier around meets and heaviest at the start of the season when new Team Managers are coming through.

Deputy Volunteer Coordinator

1 of 1 open *The succession plan for the Volunteer Coordinator role.*

Background requirements

- You must have a strong desire to help set the club up for long term success and sustainability.
- You must be willing to commit three years, and take on the Volunteer Coordinator role from next season.
- You must be a certified J1 and/or willing to certify as a Team Manager as well, so you understand both roles, both processes, and the questions that come with them.
- You must have a child in Academy Gold or above who has been competing for at least two years.

Responsibilities

- Learn the Volunteer Coordinator role this year, run it next year while training your successor, then step back to adviser only in year three.
- We're very open to two people sharing the role this year, with one of them stepping into the Volunteer Coordinator next year and the other working as a Deputy (with a new trainee!) That way the club is never dependent on one person.
- Step in to help with any other admin role as needed.
- Train next year's new admin volunteers.
- Take on entering Family Contribution Points, in time.
- Most of the heavy lifting this season sits with the Volunteer Coordinator, the Club Administrator and the Club Chair. Next year should be considerably easier, because we will not be starting from nothing.

Training and skills

- Organised and calm, comfortable communicating with a lot of parents.

Time commitment

- A minimum of five hours a month, and realistically more through the first half of this season while we get everything in place. It should reduce as the year goes on and the biggest hurdles are behind us.
- Committee meetings, regular catch ups with the Volunteer Coordinator, and ad hoc messaging in between.
- On hand at competitions to help new volunteers and answer questions.

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