

The role of the Rookie Coordinator

The role of the Rookie Coordinator is to oversee the business of the RLSS UK Rookie Lifeguard programme within Gravesham Life Saving Club.

Responsible to: Executive Committee	Responsible for: Rookie Lifeguard Programme
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Main Duties	Skills Required
<ul style="list-style-type: none"> • To promote all aspects of the RLSS UK Rookie Lifeguard Programme • To oversee the arrangements for the Rookie Programme within GLSC • Liaise with the Rookie Instructors to ensure adequate provision of pool time/space/equipment • Ensure Rookie Instructors are familiar with the latest changes to the Rookie Programme • Communicate with Rookie parents were required to explain award structure, award fees, etc. • Communicate with the Membership Secretary to inform of available spaces, groups sizes, etc. • Attend Committee meetings 	<ul style="list-style-type: none"> • Ideally hold a current Rookie Instructor Qualification (or be working to hold it) • Confident and Effective communicator • Great organisation skills • Ability to delegate duties • An understanding of the Forward Plan, governance, and future activities and developments • Ability and knowledge to act as spokesperson for your organisation • Unbiased and impartial • Knowledgeable on equity issues

Qualities of a good Rookie Coordinator

A good Rookie Coordinator needs to be:

- Well informed of the Club Rookie activities, and the current level of club activity
- Able to represent the Club at Branch, Local, Regional, and National levels
- Conversant with the Policy's and Procedures of the club and their affiliated Governing Body's eg: Codes of conducts, Safeguarding, Health and Safety, Competition and Sporting rules
- Able to keep a debate focused, and avoid deviations
- Able to ensure the planning and budgeting for the future are carried out in accordance with the wishes of the members
- A good listener who is able to summarise the salient points of a discussion
- Conversant with the Constitution of the Club, and with the procedure for the conduct of meetings
- Diplomatic and helpful
- Clarity of mind
- Firmness and fairness
- Tact, diplomacy and discretion
- Willingness to work hard
- Patience
- Flexibility
- Be approachable
- Ability to maintain confidentiality