



Job Description: Swimming Club Records Coordinator

Position: Records Coordinator

Location: Walnuts

Employment Type: Volunteer

Job Summary:

The Records Coordinator is responsible for maintaining accurate and up-to-date records of the club's fastest swimmers based on age, gender, and course type. This includes overseeing both long course and short course records, based on age on day and age at end of year criteria. The role involves monitoring results via Swim England Rankings, updating online records on the club website, and producing physical posters to display at the pool.

Responsibilities:

- Maintain and regularly update the club's records database for both long course and short course competitions
- Track records across multiple categories including age on day, age at end of year, and by gender
- Monitor competition results using Swim England Rankings to identify new potential club records
- Update club records on the club website in a timely and accurate manner following each eligible competition
- Create and refresh club records posters for display at the pool, ensuring they are clearly formatted and easy to read
- Liaise with gala coordinators and club coaches to ensure new potential record-breaking swims are flagged and assessed
- Maintain an archive of past records and ensure clear communication with swimmers and parents when records are broken
- Collaborate with the Communications Officer to publicise record achievements via digital or printed platforms



Qualifications:

- Strong attention to detail and accuracy, particularly when reviewing official times and age categories
- Good IT skills, especially using spreadsheets and website content management systems
- Organised and methodical approach to data entry and record maintenance
- Ability to interpret meet results and determine record eligibility
- Familiarity with competitive swimming age groups and course types (short course vs. long course)
- Creative skills for producing attractive, easy-to-read poster displays are desirable
- Excellent communication skills for working with coaches, gala coordinators, and club members