



# Survive and Save Club

## Job Description

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### Front Desk/Reception

#### Role

To provide an efficient front line service for members and potential member

#### Skills

- Well organised and efficient
- Sound knowledge of all Club activity
- Confident
- Effective verbal communicator

#### Main Duties

- Registration of swimmers on a weekly basis
- Providing information and advice to members and potential members on all club activities
- Registration and initial induction of new members, ensuring paperwork is completed prior to first session
- Provide an efficient and customer focused reception throughout club sessions

#### Time Commitment

3 hours per week at club sessions