

ERITH & DISTRICT SWIMMING CLUB



Affiliated to: A.S.A., A.S.A. London Region, K.C.A.S.A., R.L.S.S.
Club Secretary: Mrs. R. Bassett. 148 Murchison Avenue, Bexley, Kent. DA5 3LL
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Job Advert.

EDSC is run for the benefit of it's members by a great team of volunteers. We are always keen to hear from parents and swimmers who are able to give some time back to the Club and help it to continue operating in the successful manner that we currently enjoy.

We are currently looking for people to help with the following:

Trophies Secretary.

In this instance, we are looking for someone to look after the Clubs Silverware. The person responsible would need to ensure that they keep an up to date list of who holds Club trophies, and ensure that they are returned in a timely manner for annual presentation. They would also be in charge of ordering medals etc for our Club Championships and various presentations throughout the year. The current Trophy Secretary would give all training required for the next person to easily pick up this important job.

Club Secretary.

In this instance, we are looking for someone to help with the smooth running of the Clubs' administrative requirements. The person responsible would need good administration skills and a working knowledge of computers. The person will also need good verbal and written skills and be well organized and efficient. They would also need a sound knowledge of the Club. Full training would be provided.

Notice Board.

In this instance, we are looking for someone with a little time on their hands to help us transform our Notice Boards at the Leisure Centre. The Club would really like to use the boards to promote the Club positively to other Centre users so, some creativity would be required.

If you are able to help us with any of these positions then please speak with me at the earliest opportunity. Any offers of assistance will be gratefully received. If you aren't able to assist with these opportunities but can offer your time in any other capacity, then please talk to me at any time.

Many Thanks,

John Burdett.
Chairman.