



**PERTH CITY
SWIM CLUB**

PARENT LIAISON OFFICER

Role Description

PURPOSE

The Parent Liaison Officer is the key link between the club and parents.

The PL Officer will promote clear and effective communication channels.

They will ensure parents feel supported and have someone to directly approach in the first instance with questions or to raise concerns.

The officer will communicate directly with coaching staff and other volunteers where appropriate.

The officer will arrange direct contact between parents and club coaches/volunteers when it is considered necessary and appropriate.

PL Officer is an ex-officio role and they will communicate with the Vice President on matters which need to be addressed at committee level.

SKILLS/ATTRIBUTES

- Diplomacy
- Good communication skills
- Well organised
- Decisive

REQUIREMENTS

- Scottish Swimming Membership
- Sign and adhere to the Club's Volunteer Code of Conduct
- Child Wellbeing & Protection in Sport course (renewable every 3 years)