

## **Brief Job Descriptions of Administrative and Club Support Positions**

**Swim Meet Equipment Maintenance:** Responsible for maintaining proper working order of equipment needed in swim meet operation such as Lane Touch Pad system, electronic timing system, Swimmer 6 connections, and Public Address system hook-ups. Must be mechanically and electronically inclined and experienced.

**Group Manager:** **MUST BE E-MAIL PROFICIENT AND THOROUGHLY UNDERSTAND SCRIP PROCESS.** Responsible for planning group outings for assigned swim group in Fall and Spring as well as possible special events in-between such as coach's birthday, holiday outing, pizza party before State Meet. **Must be able to use e-mail for group communication.** Act as a mentor for families new to SAC and/or the group through email or phone. **Must understand the Scrip process and Parent Volunteer program to confidently answer questions from parents.** Be knowledgeable about group items such as travel for meet plans even if own child is not traveling. Brief application must be completed and turned in to the Office to be considered for this position.

### **Group Manager Application Form**

**Mail Order Scrip Chairperson:** Must be proficient with Microsoft Excel and computer. Responsible for collecting and organizing scrip forms and monies, generating a fundraising credit report to send to Office Administrator as well as making deposits, ordering scrip, and available to receive Fed Ex shipment at home. Must sort and deliver scrip cards to SAC Office. Must coordinate with Office Administrator in the SAC Office.

**Scrip sales, Office Help:** Responsible for assisting with Scrip forms and other office duties at the Office Administrator's discretion.

**Awards Inventory & Ordering:** Must inventory and then order as appropriate medals, ribbons, trophies for SAC hosted meets including Splash Meets.

**Safety Coordinator:** Responsible for safety issues in the pool area during swim meets and dispensing safety updates from USA Swimming. Must be registered with USA Swimming as a Non-Athlete.

**Travel Manager- Senior Groups:** Responsible for Coordinating Travel to/from Away meets for Senior Groups; obtaining information on modes of travel, hotels, and any other necessary information involved in the trip such as car rentals. Must coordinate with Head Coach.

**Travel Manager – Age Groups:** Responsible for Coordinating Travel to/from Away meets for Age Groups; obtaining information on modes of travel, hotels, and any other necessary information involved in the trip such as car rentals. Must coordinate with Age Group Coach and Head Coach.

**Travel Chaperone:** Responsible for traveling with swimmers to away meets, coordinating meals, transporting swimmers to/from pool, meals, airport; supervision of swimmers throughout trip. If meet is day-trip only, responsibilities and hours earned will be less. Must coordinate with Head Coach.

**Swim-a-Thon Director:** Responsible for obtaining and then coordinating Swim-a-thon Committee Chairpeople to ensure success of the SAC Annual Swim-a-thon.

**Swim-a-Thon Committee Chairperson:** Responsible for obtaining and coordinating volunteers for chosen committee such as Food and Beverage, Prizes, Decorations/Activities, Fundraising/Weekly Update Chart, On Deck Coordinator, Website Updates.

**Swim-a-thon Committee Volunteer:** Responsible for assisting Committee Chairpeople on specified committee.

**Social Committee Manager:** Responsible for coordinating SAC Spring Banquet including volunteers to plan date, venue, structure of banquet (e.g dessert vs dinner), agenda. Also responsible for coordinating other Team Social Events as/if needed outside of individual Swim Group activities (Group Managers), Swim-a-thon etc. Must coordinate with Head Coach and Office Administrator.

**Social Committee Assistants:** Responsible for assisting Social Committee Manager in the above duties.

**Board of Directors Member:** Responsible for serving on the Board; elected on a rotating basis by SAC Membership at the Spring Banquet. Specific positions on BOD will be voted on by BOD members at a BOD meeting. Serves two-year term.

**Bookkeeper:** Responsible for keeping SAC accounting/books. Will coordinate with the Treasurer (on the BOD). Professional training required.

**Webmaster:** Responsible for updating website including, but not limited to, posting information desired by Coaches, BOD, or Office Administrator. Must coordinate with BOD and Coaches as well as Office Administrator. Should have working and proficient knowledge of scrip process, Parent Volunteer Program, USA Swimming. Professional experience desired.

**Special Events:** Responsible for events falling outside of ones detailed above as directed by Coaches or Office Administrator.

**Media Relations:** Responsible for obtaining pertinent information for writing and sending out Press Releases, communicating with local media, and promoting SAC to advance SAC in the community and state as well as on the national swimming scene. Should coordinate with Fundraising Director.

**Legal Counsel:** Responsible for legal advice/counsel in matters concerning SAC BOD, Coaches, or Administrators. Professional training required.

**Fundraising Volunteers:** Responsible for reporting to the Fundraising Director (on the Board of Directors).

**Parent Education and Support:** Responsible for setting up parent education and support sessions at Cactus Pool on topics relevant to swimming, informing SAC parents about the meeting, and providing information to parents in sessions. Topics must be approved by the Head Coach. Prior experience with groups desired.

**SAC Office Display Case Volunteer:** Responsible for keeping SAC display case (located by the SAC Office at Cactus) updated regarding time standards, team records, coaches, special events/happenings, awards.