

**ARDEN PARK AQUATICS**  
**Coordinators - Job Descriptions**

**The Board of Directors may also establish advisory committees composed of any number of directors and non-directors. Advisory committees shall provide advice and recommendations to the Board but shall not have the authority of the board or any final decision making authority.**

**Apparel Sales Coordinator**

1. Shall be in charge of apparel related purchases and sales.
2. Shall confirm accuracy of receipts and invoices and submit to Treasurer upon receipt.

**Awards Coordinator**

1. Shall plan and coordinate (together with the President and Vice President) the Awards Banquet / End-of-the-Season party (with the Head Coach and Board)
2. Shall work with the Head Coach to develop recognition/awards throughout the season and at the end of the year.
3. Shall order trophies and medals to be presented at Awards Banquet and make sure championship medals are transported to the Awards Banquet.
4. Shall maintain inventory of award ribbons and/or certificates.
5. Shall assist the Communications Coordinator with swimmer of the week duties.

**Championships Representative**

1. Shall communicate all issues, activities and progress related to Championships to the Board through the League Representative.
2. Shall attend swim league championship meetings with the League Representative.
3. Shall coordinate all activities for Championships, including, but not limited to, the following:
  - a. sales of program ads and Championship t-shirts,
  - b. purchase and distribution of championship swim caps,
  - c. work with the Volunteer Coordinator to ensure jobs required by the league are filled by parent volunteers.
4. Shall assist the Head Coach as necessary with swimmer sign-ups for Championships and will coordinate with the Computer Committee to make sure swimmer information is transmitted to the swim league as required.
5. Shall work with the Spirit Chairperson to coordinate Championships spirit activities.

**Communications Coordinator**

1. Shall communicate all issues related to communications to the Board through the Secretary.
2. Shall maintain and make available the Family File Boxes.
3. Shall develop a direct e-mail to facilitate communications between the Board and the team
4. Shall prepare the Swimmer Sign-In/Out Binder.
5. Shall communicate information (as directed by the Board) to Swim Team members/parents through the following means:
  - a. Preparing information to be posted on the Website
  - b. Posting information on the Team Bulletin Board
  - c. Putting up posters at the gate to the pool
  - d. Email communications
  - e. Placing flyers in the Team File Boxes

### **Web Master**

1. The Web Master, in conjunction with the President, Vice President, Registrar, and Communications Chair, shall maintain and update the Swim Team website.

### **Computer/Scoring Coordinator**

1. Shall prepare family file folders for communications to the team (to be maintained by the Communications Coordinator)
2. Shall communicate all issues to the Board through the Registrar.
3. Shall oversee the timing system at swim meets and ensure that team member's times/records are properly recorded.
4. Shall post the results of each meet on the team bulletin board and provide schedules to the webmaster for posting on the website.

### **Swim-a-thon Coordinator**

1. Shall plan and coordinate the Swim-a-thon, including, but not limited to, the following activities: Promotion of event, planning, purchasing and distributing incentives, coordinating timers/volunteers, collecting and accounting for pledges, and tallying laps and total money raised by each swimmer.
2. Shall communicate progress with the Board through the Fundraising Coordinator

### **Jobs (Volunteer) Coordinator**

1. Shall communicate all activities and progress to the Board through the Registrar.
2. Shall be responsible for scheduling and assigning parents to staff volunteer jobs at each home and away meet.
3. Shall ensure all jobs are filled at each meet, arranging for parent check-in at each dual meet and Championship meet, and finding replacement for no-shows to ensure that all jobs are filled.
4. Shall report and recommend action to the Board in the event a member fails to fulfill his/her volunteer responsibilities.

### **Snack Bar Coordinators - 2 positions - Purchasing and Operations**

1. Shall work with Board (through the Vice President) to determine menu and coordinate purchasing and operations of snack bar.
2. Shall purchase food and supplies.
3. Shall coordinate all preparation of snack bar foods for sale during meets and direct volunteers for prep, serving/selling, and clean-up.

### **Spirit Coordinator**

1. Shall communicate all activities / progress to the Board through the Vice-President.
2. Shall plan and coordinate (together with the President and Vice President) the Team's social activities, including, but not limited to, the following events:
  - a. Welcome Barbecue (with the Board)
  - b. Pasta Night and Championship Spirit Activities
  - c. Fun Friday activities (work with the Head Coach)
3. Shall publicize Team social activities on the website, with posters, and through emails, working with the Communications Chair as necessary.
4. Shall work to plan other events and activities for swimmers that will promote team unity and enthusiasm.