



TIGER SHARKS



Lander Swim Club
Team Administrator

Position Title: LSC Team Administrator

Compensation: Part time (8 hrs/wk); Hourly

Position Objective:

The Team Administrator oversees, coordinates and manages club operations (not to include coaching and bookkeeping) and reports directly to the Lander Swim Club Board of Directors or their designee.

Qualifications and Requirements:

- The Team Administrator must have strong communication, management, and organizational skills, with a distinct ability to self-direct and self-initiate.
- The Team Administrator must have computer-based experience, preferably with PC platform, including e-mail, database, word processing and spreadsheet management. It is preferable to have experience with Hytec Meet Manager and Team Administrator and other appropriate club-based software.

Responsibilities:

Club Management

- Manage club communications – to include Club kiosk, bulletin Board and meet info to club table at pool (deadline coordination with Bookkeeper & Coach),
- Maintain club contact database
- Facilitate maintenance of club computer to serve the purpose of running a swim meet (I.e., Meet Manager & Team Manager synchronization)
- Communicate team events and event details to club – Team Meets, Meetings, Banquets.
- Respond to club e-mail. Administrator forwards Coaches questions and replies to member as such.
- Maintain web-based club calendar, on monthly basis

Coach & Pool Coordination

- Oversee and coordinate coach staffing and scheduling
- Manage and track coach hiring, recruiting, termination in coordination with Senior Coach Trainer
- Coordinate reconciliation of work schedule and timesheets for monthly collection by bookkeeper
- Schedule and track specialized coach training, certification courses and annual evaluation schedules
- Track and maintain records of coach certifications in accordance with USA Swimming requirements (including copies of cards, card expiration dates and criminal background documents)
- Coordinate pool schedule with pool manager – (I.e., closures, reschedules, conflicting events, clinics, meets, summer schedule)
- Attend monthly coach training for staffing, scheduling and business related subjects (max. 30 minutes)

Board Meetings

- Attend monthly LSC Board Meetings and present a business report

Wages and Benefits: \$15.00/hour (appx 8 hours per week) as submitted on LSC timesheet. Club related travel is compensated via daily per diem plus stipend for mileage, meals and lodging. Professional development clinic reimbursements are considered by request in advance.

Deadline: July 15, 2010

Submit to: Judy Crawford, LSC Secretary

markandjudy@wyoming.com or 901 Fremont St Lander WY 82520