

Welch Swim Team Job Positions

Job Positions:

- A. Coaches
 - Coach swimmers, plan fun days, prepare line-ups, arrange swim meet sign ups, talk to parents about swim team related questions
 - Ensure that HY-TEK team manager and other Welch swim team data is stored on a flash drive and given to parent representatives
- B. Website Manager
 - Maintain and update website with current information and pictures
 - Help train assistant website manager
- C. Website Manager in Training
 - Have a two-week training session with Website Manager prior to and/or after swim season, and assist in maintaining website during season.

Volunteer Officer Positions: **MUST BE PRESENT AT BOARD MEETINGS**

- A. Parent Representative (two needed)
 - Get Welch registration rosters from CRPR
 - Attend CPSL meetings
 - Coordinate all activities with managers, office holders, and coaches
 - Ensure that all team forms are up to date
 - Make schedules
 - Is the ONLY officer to send team emails
 - Plan and order volunteer gifts
- B. Assistant Parent Representative (two needed)
 - Assist Parent Reps with plans and functions
 - Attend CPSL meetings
 - Be the parent representatives for the following year
- C. Secretary
 - Take minutes at the two scheduled board meetings
 - Prepare team folders
 - Photocopy all flyers and place in folders (NOTE: will be given a printing allowance for paper and ink)
- D. Treasurer
 - Prepare budget
 - Deposit and write checks
 - Collect balance sheet and funds from fundraiser managers
 - Present overall balance sheet at meetings
- E. Head Official
 - Ensure that there are enough officials to cover the meets
 - Bring stopwatches, pencils, and clipboards to all away meets
 - Help train new officials
- F. Photographer
 - Attend meets and take pictures of swimmers and coaches
 - Plan, order, and distribute team photos
 - Submit pictures to the website manager for publication on the website
 - Submit pictures to volunteer(s) in charge of End-of-Season Slideshow

Volunteer Manager Positions (two of each):

- A. Concessions
 - Prepare a list of food/drinks/utensils/etc that are needed for home swim meets
 - Get swim team parents to donate any food/drink/utensils/etc that is needed for home meets
 - Purchase any food/drink/utensils/etc that isn't donated (NOTE: will be given food allowance)
 - Plan and purchase materials for team breakfasts
 - Plan and purchase materials for coaches' breakfasts
 - Take care of food for End-of-Season Picnic
- B. Scorer
 - Learn Meet Manager and download on computer

- Input scores at meets
 - Update record breakers/ record board
 - Send meet results to website manager
 - Print out each swimmers times to be given at picnic
- B. Fundraisers
- Plan and organize fundraisers
 - Place order forms in folders
 - Collect funds
 - Present balance sheet to the treasurer
- C. Awards/Gifts
- Decide which type of award to order for swimmers
 - Decide senior gifts
 - Decide coaches gifts—coordinate with apparel managers
 - Place and pick up award orders
- D. Swimsuits
- Decide which suit to order
 - Place orders for the team
 - Deliver orders to parents
- E. Apparel
- Decide which apparel to order
 - Decide coaches gifts—coordinate with apparel managers
 - Place orders for the team
 - Deliver orders to parents
- F. Activities
- Plan and organize team activities
 - Prepare flyers about team activities—to be given to the secretary