

Virginia Swimming is seeking a responsible Administrative Assistant to perform a variety of administrative and clerical tasks. Duties of the Administrative Assistant include providing support to our Executive Director, and assisting in day to day business of our LSC.

Responsibilities will include:

- Organizing BoD & HoD meetings, All Star Team & Awards Celebration
- Assisting with membership registrations and maintenance of financial records
- Organizing Senior Ceremony at Short Course Senior Champs
- Attending major VSI events to include meetings (HoD, BoD and committees as requested)
- Developing and utilizing Strategic Calendar to ensure items are done in a timely fashion.
- Assisting with the preparation of “news” for the VSI Website.
- Preparing weekly lists for hosts of upcoming meets.
- Additional duties as assigned by Executive Director.

This is a part-time salaried position, and the hours can range from 5-25 hours per week. Additional hours may be needed for training as well as at certain times of year. This position will be able to work from home with some travel around Virginia. Travel to other areas may be required from time to time.

Requirements:

- Proven experience as an administrative assistant or other clerical position.
- Working knowledge of office equipment – printer, scanner and/or fax machine.
- Proficiency in Microsoft Office Programs – Excel and Word
- Experience with swimming as a parent or volunteer as well as knowledge of meet management and team management software a plus.
- Excellent time management skills and the ability to work independently.
- Attention to detail and excellent written and verbal communication skills.
- Strong organizational skills with the ability to multi-task.
- High School degree or higher education required.

Interested candidates should submit a resume or the attached application to Ashby Marcey at www.virginiaswimmingsecretary@gmail.com. DEADLINE for submitting application or resume: Friday, November 10th.



VIRGINIA SWIMMING EMPLOYMENT APPLICATION



NAME:	HOME #:
ADDRESS:	CELL #:
CITY/STATE:	ZIP CODE:

EDUCATION:

SCHOOL:	DATE COMPLETED:

PRIOR WORK EXPERIENCE:

COMPANY NAME:	POSITION:
DATES OF EMPLOYMENT:	DUTIES:

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COMPUTER SKILLS – PLEASE LIST ANY PROGRAMS IN WHICH YOU ARE PROFICIENT:

PLEASE LIST ANY ADDITIONAL INFORMATION OR SKILLS YOU THINK WOULD HELP IN THIS POSITION:

REFERENCES: PLEASE LIST 3 EMPLOYMENT OR PERSONAL REFERENCES.

NAME:

PHONE #:

SWIMMING BACKGROUND (FORMER SWIMMER, COACH, PARENT OF SWIMMER, OFFICIAL, ETC.):

Signature

Date

VIRGINIA SWIMMING CONDUCTS BACKGROUND CHECKS ON ALL APPLICANTS IN ACCORDANCE WITH USA SWIMMING POLICIES AND PROCEDURES.

THIS FORM CAN BE COMPLETED ONLINE IF FIRST SAVED TO A COMPUTER, THEN FILLED OUT AND SAVED AGAIN. IF USING A MAC, SELECT 'PRINT' AND 'SAVE AS PDF'.