



JOB DESCRIPTION

- POSITION:** LSC ADMINISTRATIVE ASSISTANT
- REPORTS TO:** Executive Director and under the supervision of the Executive Director
- VISION OF VSI:** Moving Forward, Swimming Fast!
- MISSION OF VSI:** Creating opportunity and promoting sportsmanship in the pursuit of personal excellence
- VALUES OF VSI:** Honesty, Inclusion, Athlete-centric

LSC ADMINISTRATIVE ASSISTANT ROLE:

The LSC Administrative Assistant will support the Executive Director in the execution of the duties of this office by supporting the administrative needs of the BoD. The LSC Administrative Assistant will be committed to providing all the support necessary to assist the Executive Director in implementing strategies that successfully achieve swimming performance in support of VSI's vision and mission and in alignment with USA Swimming. In this role, the LSC Administrative Assistant will also efficiently utilize resources, effectively communicate, practice good non-profit organizational support, and eagerly upkeep the sport of swimming.

LSC ADMINISTRATIVE ASSISTANT RESPONSIBILITIES:

The LSC Administrative Assistant will facilitate and support programs, services, and activities in the following key areas of responsibility:

Meetings:

1. Arrange locations for meetings (board meetings, annual HoD meetings, assist with committee meetings, and others as needed)
2. Prepare and distribute agendas and other relevant materials
3. Arrange refreshments if needed

Finances:

1. Record and deposit all checks
2. Report all registration transactions and deposit information to the VSI Treasurer for reconciliation

Registration:

1. Prepare and forward registration materials and instructions to the teams about registrations
2. Maintain all registration records including coach certifications and athlete transfer forms
3. Print registration cards and forward non-athlete registration cards to individuals, as needed
4. Prepare email lists of current registered coaches for the VSI Coach Rep, as requested
5. Process "New Club" materials
6. Process "Meet Recon" files for teams hosting meets and help untangle registration snags
7. Update "Find a Pool" information
8. Advise new clubs of procedures and prepare welcome packets
9. Schedule Registration workshop once a year
10. Answer questions

Calendar:

1. Ex-officio member of Tech Planning Committee
2. Receive bids and proof read submissions under the director of the Tech Planning Chair, prepare letters accepting (or denying) bids
3. Prepare calendar for the VSI Webmaster

Meet Management:

1. Ex-officio Tech Planning Committee member. Attend, take minutes, and prepare reports.
2. Responsible for the refinement, implementation and oversight of a meet director certification process including, but not limited to, workshops, organized mentoring program, continuing education requirements and re-certification procedures.
 - Conduct on-site Meet Director training sessions multiple times throughout the year in different areas of the LSC.
 - Conduct the annual (or more if necessary) Meet Director meeting.
3. Work with Admin Vice Chair and Tech Planning Chair to sanction (or approve) meets (calendar and otherwise).
4. Maintain records of host teams and required meet fee worksheets, financial reports, and self-evaluations. Track pre and post meet reporting and submission requirements
5. Process all meet announcements and meet results and upload into the SWIMS database and send to webmaster for posting on the VSI website.
 - Update the rules and regulations for competition when necessary.
 - Update and maintain the VSI meet announcement templates
6. Coordinate pre- and post-meet requirements as needed with, but not limited to, the VSI Admin Chair, Treasurer, Officials Chair, and Tech Planning Chair
 - Through periodic audit at meets, ensure that sanction requirements are followed by clubs hosting meets.

- Audit matters of compliance including meet timelines and rule violations in conjunction with the Technical Planning Committee
7. Prepare meet announcements for end of season meets in conjunction with Age Group and Senior Chairs and the hosting team Meet Director.
 - Attendance at Championship meets is expected to address issues that may arise outside the purview of the meet referee and meet director.
 - Ensure compliance with LSC policies and procedures
 - Responsible for ordering awards for distribution for end of season meets

All Star Team:

1. Create and update list
2. Make arrangements for awards celebration to include obtaining athlete speaker and facility
3. Prepare information and reservation forms and send to teams
4. Accept reservations and send tickets to teams
5. Order gifts for All Star Team members
6. Prepare program
7. Arrange tables
8. Check-in at the door (with help as needed)

General Characteristics:

1. Assist with preparing "news" for the VSI Website and send to webmaster for posting
2. Assist the Zone Team Manager/Coordinator
3. Organize senior ceremony at VSI spring senior championships
4. Schedule and coordinate clinics at least once a year for all committees
5. Schedule as needed club leadership and business management school seminars
6. Attend USA Swimming registration and office meetings as needed
7. Other duties as assigned by the Executive Director

LSC ADMINISTRATIVE ASSISTANT REQUIREMENTS AND QUALIFICATIONS:

1. USA Swimming non-athlete member in good standing or successful registration prior to employment is required (including required applicable background check approval and athlete protection training). VSI will also comply with all current requirements and recommendations of the *USA Swimming Pre-Employment Screening Program for New Employees*.
2. Bachelor's Degree or equivalent career experience preferred.
3. A minimum of three years' experience coaching USA Swimming/YMCA team, officiating USA Swimming events, or USA Swimming team administration desired.
4. Demonstrates a personal commitment to advancing the sport of swimming
5. A disciplined and goal-oriented self-starter with a high level of initiative expected. Proven planning, organizational, and time management skills to work efficiently and independently. Capable of understanding the business needs and governance oversight of a non-profit USA Swimming organization
6. Demonstrates solid verbal and written skills to effectively communicate with athletes, coaches, volunteers, staff, and other members.

7. Computer skills required including proficiency in Microsoft Word, Excel, PowerPoint, and electronic mail. Utilization of Team Manager, Meet Manager, TeamUnify, accounting software, and social media preferred
8. Ability to travel locally, regionally, and nationally, as necessary. Willing to work evenings and weekends when the needs dictate the LSC Administrative Assistant's presence
9. Professional and Personal references required.

LSC ADMINISTRATIVE ASSISTANT COMPENSATION:

Compensation will be in a range commensurate with experience and record of successful achievement. Benefits package to include health insurance stipend, matching retirement contribution plan, and paid vacation.

APPLICATION:

Interested candidates should direct their resume to the VSI Executive Director at execdirector@virginiaswimming.org.