



YEARLONG VOLUNTEER JOB DESCRIPTIONS

Many Hands Make Light Work

The success of the Kachemak Swim Club (KSC) relies on parent participation. Unlike other youth sports, where generally a handful of people can run the team, a swim program simply cannot be run without help and participation from team parents. **KSC has a mandatory participation policy of 20 service hours per year-per family.** These year-long volunteer jobs will fulfill the 20 hour required volunteer hour commitment. All families are responsible for monitoring their earned service hours. **Accounts deficient in service hours will be charged \$25 per hour at the end of the fiscal year (May 30th).** This list explains the duties of the available yearlong jobs.

Swim-a-Thon™ Coordinator

Heads up Swim-a-Thon™, KSC's primary annual fundraiser. Oversees pledge board and encourages swimmers and contributors. Purchase's or acquires incentive prizes for swimmers. Plans the event day and organizes volunteers. Works with Treasurer to finalize pledge reconciliation following event.

Awards Coordinator

Separates the medals/ribbons, ensures awards are labeled correctly, and prepares them for presentation or puts them in individual swimmer's folder to hand out. Ensures adequate supply of ribbons, orders awards as needed for meets.

Bulletin Board

Keeps the bulletin board up to date and in good condition. Displays permanent information as well as periodical news articles and swim meet information.

Concessions Manager

The Concessions Manager ensures there are enough volunteers to run the concession stand, checks existing inventory and ensures adequate sellable items will be on hand, creates lists of needed items and schedules volunteers. The Manager also provides the Volunteer Coordinator the information needed to update the web based sign up list for each meet.

Fundraising/Sponsorship Coordinator

Enlists a committee to design and implement fundraising ideas, including soliciting and managing corporate sponsorships for KSC.

Media Relations

Prepares articles and press releases for publication in local newspaper, website, and on social media. Strives for adequate coverage by local news media to help promote public awareness and support of the swim team.

Meet Director

Works under the direction of the Head Coach on the timeline of events for team-hosted meets. Ensures that the meet runs smoothly. Completes and submits sanctions for team-hosted meets. Knowledge of Hy-Tek system and Daktronics Timing Console helpful. POC for issues arising during team-hosted meets.

Official's POC

Point of Contact Official over all volunteer officials. Ensures everyone is up-to-date on training. Helps recruit new officials.

Party Planner

Plans the major social events and parties for the swim team throughout the year, including a holiday party in December and the year-end banquet in the spring, or any other fun event.

Photographer

Photographs meets and social events for KSC publication.

Swim Shop

The Swim Shop sales volunteers monitor existing inventory and ensure adequate sellable items will be on hand and oversee the cash drawer. This position would ideally be shared by two people for the entire year. Inventory includes team caps, suits and t-shirts.

Travel Coordinator

Make travel and accommodation reservations for coach and team travel. This may include trying to secure reduced team rates at hotels or arranging group as well as individual travel.

Volunteer Coordinator

Organizes volunteers for year-long and meet-specific needs. Learns TeamUnify system and tracks service hours for team members.