

ISI Registration and Administrative Coordinator
Job Specifications and Qualifications

A. Job Description: This part-time position is primarily responsible for team, organization, athlete and non-athlete membership registrations. This position reports to the ISI Administrative Vice Chair.

1. Primarily assists with the following committees:
 - a. Registration and Membership
 - b. Safe Sport
 - c. Coaches' Committees – Senior and Age Group
 - d. Technical Planning
 - e. Club Development
 - f. Finance and Scholarships
2. Secondary responsible for:
 - a. LSC communications
 - b. Maintaining LSC Website
 - c. Assisting the following committees:
 - 1) Sanctioning
 - 2) Meet Bid
 - 3) State Records
 - 4) Annual Banquet
 - 5) Athletes
3. Works no more than 30 hours a week
4. Non-exempt salaried position
5. Work from home, but some travel necessary and some overnight travel required.
6. Will be provided a computer, cell phone, copier/scanner, and office supplies.
7. Reimbursement of all necessary expenses.

B. Job Qualifications:

1. Have working knowledge of:
 - a. MS Word
 - b. MS Excel
 - c. Various social media services
2. Have the following skills:
 - a. Strong written and oral communication
 - b. Informational reporting
 - c. Strong organizational
3. A background in competitive swimming helpful.

4. Will be required to become a Certified USA and ISI Administrative Official within one year of employment.

C. General individual characteristics

1. Works well in a team environment.
2. Pro-actively solves problems by identifying the problem, working with others to identify solutions and implementing the solution.
3. Maintains workflow and accomplishes tasks with no daily supervision by being a self-motivated, self-starter.
4. Creates and revises systems and procedures by analyzing operating practices, record keeping systems, form control, and implementing changes.
5. Completes operational requirements by scheduling and arranging meetings.
6. Maintains professional and technical knowledge by attending educational workshops; reviewing professional publications; establishing personal networks; participating in professional societies.

ISI Communications and Logistics Coordinator

Job Specifications and Qualifications

A. Job Description: This part-time position is primarily responsible for all communications and logistics for Iowa Swimming, Inc. This position maintains the ISI Website, the ISI calendar and communicates with ISI members via email and other methods approved by the ISI Board of Directors. This position is also responsible for arranging all travel and meeting logistics such as determining meeting locations and coordinating travel plans. This position reports to the ISI Administrative Vice Chair.

1. Primarily assists the following committees:
 - a. Sanctioning
 - b. Meet Bid
 - c. Annual Banquet
 - d. Athletes
2. Secondary responsible for:
 - a. Team and individual registration
 - b. Meet assistance and wrap-up
 - c. Assisting the following committees:
 - 1) Registration and Membership
 - 2) Safe Sport
 - 3) Diversity
 - 4) Coaches' Committees – Senior and Age Group
 - 5) Technical Planning
 - 6) Club Development
 - 7) Finance and Scholarships
3. Works no more than 20 hours a week
4. Non-exempt salaried position
5. Work from home, but some travel necessary and some overnight travel required.
6. Will be provided a computer , cell phone, copier/scanner, and office supplies.
7. Reimbursement for all necessary expenses.

B. Job Qualifications:

1. Have working knowledge of:

- a. MS Word
 - b. MS Excel
 - c. Various social media services
2. Have the following skills:
 - a. Strong written and oral communication
 - b. Informational reporting
 - c. Strong organizational
 3. A background in competitive swimming helpful.
 4. Will be required to become a Certified USA and ISI Administrative Official within one year of employment.

C. General individual characteristics

1. Works well in a team environment.
2. Pro-actively solves problems by identifying the problem, working with others to identify solutions and implementing the solution.
3. Maintains workflow and accomplishes tasks with no daily supervision by being a self-motivated, self-starter.
4. Creates and revises systems and procedures by analyzing operating practices, record keeping systems, form control, and implementing changes.
5. Completes operational requirements by scheduling and arranging meetings.
6. Maintains professional and technical knowledge by attending educational workshops; reviewing professional publications; establishing personal networks; participating in professional societies.