

Registration and Membership Coordinator

Job Title:	Registration and Membership Coordinator	Organization:	IASI
Date Created:	August 2024	Status:	Non-Exempt

Responsibilities:

Essential:

1. Be a resource person for USA Swimming, IASI, and the IASI Board of Directors. Answer questions, provide support and redirect to better resources when appropriate.
2. Using SWIMS, process USA swimming memberships for clubs, non-athletes and athletes. Renew registrations and update member records as necessary.
 - Confidentiality of the financial information shared with Outreach memberships must always be maintained.
3. For USA Swimming Registrations: Invoice clubs/registrars, receive and record payments. Make deposits and follow-up with clubs/registrars to collect outstanding fees. Using SWIMS, process monthly account reconciliations for registration revenues. Verify membership infractions at USA sanctioned meets within the IASI territory.
4. Convert all documents (registrations, transfers, transaction, contacts, delegate record, etc.) to a digital format save in the cloud.
5. Using SWIMS, coordinate pre-meet and post-meet registration tasks: pre-meet registration reconciliation (communicate with meet hosts and clubs to resolve registration issues), notify weekend refs of any issues, review coach sign in list post meet (verify coaches who signed in are valid).
6. Attend meetings as it pertains to this role (House of Delegates, Board of Directors, USA Swimming, Central Zone, LSC leadership, and committee meetings as requested).
 - For IASI HOD meetings, verify delegates voting rights and conduct HOD check in.
 - For IASI BOD meetings, verify BOD voting rights using SWIMS.
7. IASI's Safe Sport representative and contact. Respond to IASI Safe Sport questions, SSRP, stay up to date on current Safe Sport requirements for all membership (clubs, athletes, non-athletes), provide Safe Sport education to stakeholders, and interact with USA Swimming regarding Safe Sport requirements. Stay current and have a deep understanding of the Safe Sport policy.
 - Confidentiality of the individuals and the details of the situation regarding Safe Sport must always be fully maintained as much as possible.
8. Compile and produce membership reports, Safe Sport reports for BOD meetings, registration reports for BOD meetings, and workshop attendance reports.
9. Promote USA swimming membership with ongoing education about outreach membership, communication to areas of the LSC about USA swimming opportunities, enhance the IASI website registration page to be a member/potential member resource.
10. Coordinate travel and lodging arrangements for USA Swimming workshops & Team Iowa.
11. Prepare and send out new club packets.
12. Stay current and knowledgeable on USA Swimming rules and regulations regarding membership for every category, as well as times, technical rules, and administrative and governance rules.
13. Stay current and fully understand IASI policy and procedures as well as the IASI by-laws.
14. Adhere to and follow IASI financial policies and controls as written and required.
15. Adhere to and follow IASI policies as written in the Employee Handbook.
16. Maintain and adhere to a regular work schedule as agreed upon with the Admin Vice Chair.

Non-Essential:

1. While this job description is intended to be an accurate reflection of the job requirements, IASI leadership reserves the right to modify, add or remove duties from jobs and to assign other duties as necessary.

Essential Qualifications:

Experience:

Must hold, or obtain within six months of hire date, certification as a USA Swimming Administrative Official or Administrative Referee.

Understanding of the SWIMS database and how to access a variety of data.

Understanding of SportsEngine's Team Unify.

Understanding of Active's Meet Manager.

Familiarity with the USA Swimming website and portals (LSC, Club, and Learn Portals), a plus.

Understanding competitive swimming – from a parent, coach, official, athlete, and volunteer perspective.

Skills

Computer skills: Word, Excel, PowerPoint, Adobe Acrobat, Zoom, Google, Constant Contact, SignUp Genius, social media sites.

Excellent communication skills (written and oral).

Strong organizational skills and attention to detail.

Physical:

This is a work-from-home position, but the Registration and Membership Coordinator must reside within the physical boundaries of the Iowa Swimming LSC.

Persons filling this position must have the ability to communicate via the telephone, in person and through correspondence with others.

Mental:

Ability to work under pressure of deadlines.

Ability to think independently, solve various problems and make informed, rational decisions.

Ability to stay focused despite continual interruptions.

Other:

Must be available to work scheduled hours and overtime as the employer determines is necessary or desirable to meet its business needs and to cooperate and promote goodwill in the image of IASI.

Must be available and willing to work such weekends and holidays as the employer determines are necessary or desirable to meet its business needs.

Ability and willingness to travel to such locations and with such frequency as IASI determines is necessary or desirable to meet its business need.

Acknowledgement:

I acknowledge that I have received a copy of this job description. I understand that I can discuss it and any questions that I have at any time.

Employee Signature	Date