

Iowa Swimming Administrative Director – Registration & Membership Job Specifications and Qualifications

A. Job Description: This part-time position is primarily responsible for club, organization, athlete and non-athlete membership registrations and certifications.

1. Works 25 hours a week. Has discretion to work up to an additional five hours per week without approval. Working more than 30 hours a week requires approval of Admin. Vice Chair. Will be compensated on an hour rate for work over 25 hours per week. Will be compensated time-and-a-half for work over forty hours or more.
2. Non-exempt salaried position.
3. Work from home, but some travel and overnight travel required.
4. Will be provided a computer, cell phone, copier/scanner, and office supplies.
5. Reimbursement of all necessary expenses.
6. Works collaboratively with other IASI professional staff to complete all administrative tasks such as:
 - a. Maintaining USA SWIMS database – chiefly Registration and Membership related
 - b. Assisting with the IASI Board of Directors and all IASI committees including but not limited to:
 1. Team Iowa support -Logistics, Team Travel Coordination (Age Group Committee)
 2. Certified Coach Reports (Officials Committee)
 3. Member compliance with current required USA Swimming policy (Safe Sport Committee)
 4. Member compliance with USA Swimming Outreach and DEI policy (DEI Committee)
 5. Monthly Registration Reconciliation (Treasurer)
 - c. Maintaining the IASI Website and communicating important information to IASI members.
 - d. Planning and arranging all IASI meetings and events.
 - e. Arranging all travel and lodging for all IASI activities.
 - f. Publish quarterly IA Swimming Newsletter
 - g. Maintain LSC Contact information (Club Contacts, House of Delegates, Board of Directors)
 - h. Maintain LSC Safe Sport Coordination includes but not limited to:
 1. Promoting Safe Sport using social media, email, and Safe Sport tables
 2. Quarterly newsletter information
 3. Assisting clubs and individuals with Safe Sport issues as they arise.
 4. Knowledge of USA Swimming Safe Sport resources, LEARN training platform, troubleshooting
 5. Understanding Safe Sport information and policies, and assisting clubs in implementing them.
 6. Attend required USA Swimming Safe Sport trainings and workshops
 - i. Pre-Meet Registration Recon
 - j. Post-Meet Coach Sign-In check
7. Coordinate Annual Awards celebration (set schedule of announcements, plan awards display, work with meet host)
8. Serve as LSC liaison with USA Swimming – educate and inform Iowa Swimming members concerning new requirements and information affecting Iowa Swimming.
9. Distribute Annual Registration Packets (including Club Registrar Handbook, registration forms and transfer forms, fees) and maintain Iowa Swimming website page with current year membership information.
10. Respond to membership-related questions via phone/email. Serve as a communications “hub” and direct individuals needing assistance to appropriate leadership/committee within Iowa Swimming and/or USA Swimming.

Iowa Swimming Administrative Director – Times Job Specifications and Qualifications

A. Job Description: This part-time position is primarily responsible for maintaining all ISI recordable times in the USA SWIMS database. The individual in this position will be ISI's National Times Verification Officer.

1. Works 25 hours a week. Has discretion to work up to an additional five hours per week without approval. Working more than 30 hours a week requires approval of Admin. Vice Chair. Will be compensated on an hour rate for work over 25 hours per week. Will be compensated time-and-a-half for work over forty hours or more.

2. Non-exempt salaried position.

3. Work from home, but some travel and overnight travel required.

4. Will be provided a computer, cell phone, copier/scanner, and office supplies.

5. Reimbursed for all necessary expenses.

6. Works collaboratively with other ISI professional staff to complete all administrative tasks such as:

a. Maintaining USA SWIMS database

b. Assisting with the ISI Board of Directors and all ISI committees including but not limited to:

1. Team Iowa support -Entries, Team Travel Coordination (Age Group Committee)

2. IA Swimming Bylaws, Policies and Procedures (Governance Committee)

3. Negotiate facilities contracts (Technical Planning Committee)

4. Annual Meet Schedule and Meet Bid Meeting (Technical Planning and Senior Coach Rep)

5. Meet Sanctioned, Approved and Observed: Sanction Committee, Finance Committee and Officials Committee. With the Admin Vice Chair.

c. Maintaining the ISI Website and communicating important information to ISI members.

d. Planning and arranging all ISI meetings and events.

e. Arranging all travel and lodging for all ISI activities.

f. Times: As National Times Verification Officer. Verify and load all meet results to SWIMS.

g. Maintain ISI Records

h. Order, compile, maintain ISI Championship Awards.

6. Document retention according to USA Swimming regulations and Articles of Incorporation.

7. Coordinate Annual Awards Celebrations (determine awards recipients, order awards, work with meet host)

8. Serve as LSC liason with USA Swimming – educate and inform Iowa Swimming members concerning new requirements and information affecting Iowa Swimming.

9. Respond to times-related questions via phone/email. Serve as a communications “hub” and direct individuals needing assistance to appropriate leadership/committee within Iowa Swimming and/or USA Swimming.