

New England Swimming
ADAPTIVE SWIMMING COORDINATOR
JOB DESCRIPTION
(updated 05/2024)

Reports to: Development & Performance Vice-Chair

Length of Term: 2 years

Appointed by: General Chair

The Adaptive Swimming Coordinator shall assume office on September 1st following the election of the General Chair, or upon appointment if appointed after September 1st, and shall serve until August 31st following the next election of the General Chair.

JOB REQUIREMENTS & RESPONSIBILITIES:

1. Attend and participate in all Board of Directors and House of Delegates Meetings.
 - a) Serve as the voice for athletes with disabilities within New England Swimming.
2. Serve as a member of the Diversity, Equity, and Inclusion Committee.
 - a) Attend and actively participate in all meetings.
 - b) Coordinate and collaborate with committee members to achieve the LSC Strategic Plan.
3. Coordinate with NES athletes, coaches, volunteers, and officials to facilitate and encourage adaptive swimming within the LSC.
4. Develop and implement strategies and programming to promote and increase participation in adaptive swimming opportunities within the LSC, including recruiting coaches, clubs, and officials to staff and attend adaptive swimming meets and events.
5. Coordinate with the Operational Risk Committee Chair to develop and implement adaptive swimming safety education, programs, and policies for all members of NES.
6. Serve as a liaison for all NES members and connect them with relevant local, regional, and national adaptive swimming-related educational partners and resources.
7. Share adaptive swimming information from USA Swimming, the Eastern Zone, and NES with relevant stakeholders.
8. Coordinate with the NES Office and Athletes Committee to utilize the LSC website and social media to promote adaptive swimming initiatives within the LSC, Zone, and USA Swimming.
9. Respond to all inquiries and communications from the NES Office, Board of Directors, Committee members, and the general membership in a timely manner.
10. Attend all USA Swimming workshops and meetings as deemed appropriate and necessary by the LSC.
11. Perform all duties in a professional manner that coincides with and represents the New England Swimming mission to: "Provide opportunities for all to achieve their highest potential in competitive swimming."
12. Perform all other duties as requested by the Development & Performance Vice-Chair, General Chair, Board of Directors, or House of Delegates.