

CDST LEAD JOB DESCRIPTIONS

Positions fulfill yearly commitment unless otherwise noted.

Assistant Meet Director - Assists Meet Director in all aspects of running hosted meets which include all Leads, Announcers, Computer Operator, Colorado Timing, Coaches' Check-In and Equipment Pick-up/Return.

Award Certificates Lead - Prepare award certificates for all swimmers for the Annual Awards Banquet.

Banquet Award Purchase Lead - purchases awards for all swimmers for the Annual Awards Banquet (fulfills half of the yearly volunteer obligation)

Banquet Team Lead - Coordinates the Annual Awards Banquet in October. This includes all aspects of the banquet from food ordering to staffing. (Fulfills half of the yearly commitment)

Donations Team Lead - Coordinates with local vendors for donations to snack bar and hospitality.

Entries/Check-In Team Lead - Set up and staff check-in table/scratch desk to confirm which races the swimmers are committed to swimming. Reports scratches to computer operator or official as each event closes. Tracks and verifies meet entries and coordinates info with Computer Lead.

Group Parent Lead - Acts as liaison and resource for coaches and group parents. Coordinates the efforts of the group parents collectively for each swim group. Holds meetings with groups parents on a regular basis to plan and execute ways and activities to improve communication and foster a better sense of team spirit within and among the respective groups.

Hospitality Team Lead - Coordinates with Snack bar team lead. Responsible for all aspects of serving coaches and officials at swim meets.

Meet Award Team Lead - Responsible for award purchasing, coordinates set up and staffing of awards booth at our hosted swim meets.

Meet Equipment Lead - Responsible for organizing, setting up and tearing down of all equipment required to run the meet.

Meet Program Team Lead - Creates, arranges and collates the meet programs. Coordinates with Donations Lead for sponsor banners/ads. Prints "finals" programs when necessary and keeps track of revenues during the meet.

Office Team Lead - Coordinates, trains and assigns office workers and runners to specific jobs.

Storage Maintenance Lead – Cleans and organizes coach's shed. Makes sure the area is free of leaves/trash. Also tidies up the gear.

Team Store Lead - Collects and delivers orders of "team kit" to new members. Maintains ongoing swim orders, coordinate with vendors and deliver merchandise to members throughout the season.

Volunteer Check-In Lead - Fills in where needed at the meet. Will assist volunteer check-ins. Requires flexibility. Check in with meet office and support.

Volunteer Coordinator Lead - Responsible for coordinating with Team Leads to organize volunteer duties for all swim and non-swim meet volunteer positions.

Web Master - Manages CDST' team website.