

Sierra Nevada Swimming Director of Operations

Statement of Qualifications

You must respond to the following questions in the order they are listed below. It is highly recommended that you identify the question you are responding to by number. The completed response must be no more than 3 pages in length, with a size 12 arial font.

1. The Director of Operations helps ensure compliance with policies, procedures, and USA Swimming requirements. Describe a time when you had to interpret or implement organizational policies or regulations. What approach did you take to ensure compliance while supporting program goals?
2. Explain how you have worked with boards, committees, or volunteer/non-athlete members in a leadership or support role. How do you balance providing direction with fostering collaboration?
3. Provide an example of a major event you coordinated (e.g., championship meet, conference, or special event). What were the key challenges you faced? How did you ensure the event was successful?
4. Describe your experience using websites, social media, and digital platforms to promote programs or events. How have you used these tools to improve engagement or visibility for an organization?
5. Share an example of how you have managed internal and external communications for an organization. How did you ensure information was delivered clearly and consistently across different audiences (athletes, clubs, officials, and non-athlete members)?
6. This role requires balancing multiple priorities and responding quickly to unexpected challenges. Can you give an example of how you managed competing deadlines or resolved an urgent issue under pressure?