

Officials Coordinator Job Description

The Officials Coordinator is responsible for organizing and providing officials for both hosted and non-hosted swim meets. This position is responsible for recruiting, organizing, facilitating training opportunities and recognizing Calgary Patriots Swim Club (the "Club") meet officials.

Responsible To

The Officials Coordinator is directly responsible to the President of the Club and its members.

Responsibilities and Duties

The Officials Coordinator's responsibilities include, but are not limited to:

- Assess the volunteer needs for the Club for general running of swim meets;
- Recruit and recommend the appointment of volunteers to roles that suit them;
- Organise the orientation and the induction of volunteers for swim meets;
- Work with the Meet Manager organizing volunteer rosters;
- Identify and organize the training and education opportunities for volunteers;
- Ensure all Club officials are registered in the Swim Canada database and that Club officials' information is up-to-date;
- Ensure all swim meet volunteers are recognised for their efforts;
- Assist with recruiting volunteers for swim meets held by other clubs when required;
- Submit regular reports to the Board of Directors; and
- Any other duties as may reasonably be assigned by the Board

To assist the Officials Coordinator there will be volunteers appointed to help with the Swim Alberta database, validating volunteer positions for Club meets, and assigning volunteers to roles for swim meets.

Knowledge and Skills Required

- Effective communication and strong interpersonal skills;
- Positive and enthusiastic;
- Well organised; and
- Flexible and can quickly adapt to changing requirements.

Estimated Time Commitment Required

The estimated time commitment required is 0.5 hours per week on average, with an increase in time required during the organizing of hosted meets.

The Officials Coordinator is appointed for a two-year term, but may be elected for additional consecutive terms.

Evaluation

Self and by the Board annually.

The Calgary Patriots is a competitive swim club dedicated to the overall development of individuals to their maximum potential.

