

Swim Meet Central Office (New Position)

Job Skills Needed:

1. General swimming knowledge
2. Microsoft Office, Word, Excel, Power Point, and Quick Books
3. Hy-Tek Meet Manager and Team Manager
4. USA registered, must also have USA Swimming required pre-employment screening
5. Great oral and written communication skills
6. Able to be meticulous with great attention to detail and accuracy
7. Exceptional organizational skills in order to get tasks done in a timely manner
8. Willing to work on weekends (meets occur on weekends, times need to be uploaded promptly)

Responsibilities of this Position include:

1. Distribution of meet announcements and Hy-Tek event files from the host clubs to a representative of the MS member clubs and submitting for posting on the MS website
2. Reconciling pre-meet files to ensure that athletes are registered and attached to the proper club in the meet database-requires communication with clubs attending the meets as well as the meet hosts
3. Uploading meet results to the SWIMS database and communicating with the Meet Director and Meet Referee or NTV if questions or problems arise during this process and providing Meet Manager, Team Manager and .pdf result files for posting on the MS website
4. Conducting Proof of Times prior to the four State Championship Meets hosted by MS as well as the two Speedo Sectional Meets hosted by Region 3 of the Central Zone and communicating regarding these with coaches and club reps as the need arises
5. Collecting penalties from clubs and/or athletes who miss events or time standards in meets which have such rules or standards and depositing them into the MS checking account

6. After bid process and schedule is set, preview and approve meet packets for meets on the MS schedule
7. Taking sanction requests for meets not on the published schedule
8. Adding times from the six annual high school state championship meets (3 girls and 3 boys) to the SWIMS database and exporting results files for these from SWIMS for sending to club meet entry coordinators so they can easily upload these high school meet results to their databases

ROUGH DRAFT