

## Job Title: LSC Services Manager, Potomac Valley Swimming

**About Us:** Potomac Valley Swimming is a Local Swimming Committee (LSC), under the direction of USA Swimming, and is a 501(c)(3) corporation. The objectives and primary purpose of PVS is the education, instruction, and training of individuals to develop and improve their capabilities in the sport of swimming. PVS promotes swimming for the benefit of swimmers of all ages and abilities, in accordance with the standards, rules and regulations, policies, and procedures of FINA, USA Swimming, and PVS and its Certificate of Incorporation.



**Position Available:** Potomac Valley Swimming (PVS) is looking for an LSC Services Manager, to begin September 1, 2019. Qualified applicants should submit a resume with references to the [Administrative Vice Chair](#) no later than July 31, 2019.

**Classification:** This position is an exempt, salaried part time position.

**Salary Information:** Salary will be based upon experience and qualifications, with a starting position of \$54,000/year. Applicants preferably live within the PVS borders, or within the surrounding LSCs, as relocation reimbursement is not available.

**Job Summary:** The LSC Services Manager handles the day-to-day communication needs of the LSC. This is a customer service position, requiring the ability to work with diverse populations, both large and small, to promote the well-being of the LSC and the sport of swimming. The LSC Services Manager must be able to work independently on most functions, without direct supervision in most cases, but within prescribed timelines as dictated by LSC Bylaws and Policies and Procedures.

**Work Hours:** The expectation is that the job will require 30-32 hours per week. Although there are not specified hours, the LSC Services Manager is expected to be available during core hours of 9:00 am to 3:00 pm Monday through Friday with a schedule of availability posted on the PVS website.

### **Essential Functions:**

- Prepare and disseminate information pertaining to Board meetings and LSC management- including but not limited to meeting dates, meeting minutes, and any other LSC wide communications.
- Assist in the planning of all Board Meetings- including reminders to all teams and stakeholders, preparing food orders as necessary, and publish all necessary information for each meeting. This includes the yearly House of Delegates Meeting.
- Maintain Flash Email lists and send Flash Mail as directed by the Board.
- Issue and track meet sanctions based on PVS Policies & Procedures. Work with the PVS Technical Committee to ensure accuracy and compliance of meet announcements.
- Solicit bids from PVS clubs to host PVS-sponsored meets and prepare report for Board review and approval per the PVS Policies & Procedures.
- Generate all PVS-sponsored meet announcements and event files. Assign teams to PVS Open meet locations based on collected entries, and publicize information in a timely manner.

- Rebalance clubs among PVS Open meet sites to achieve competitive balance within the contracted time constraints.
- Create and manage online forms used for information collection
- Assist in managing elections for PVS Coach and Athlete Representatives
- Coordinate travel for PVS members to out-of-town meetings such as Zone meetings, annual USAS convention and USA Swimming workshops.
- Utilize the SWIMS platform through USA Swimming to aid the PVS Registrar in registering athlete and non-athlete members. Prepare and distribute athlete reconciliations pertaining to meets.
- Run pre-meet registration recon per PVS Policies & Procedures with instructions to clubs to ensure compliance with registration rules. Follow up with non-compliant clubs and notify Treasurer of penalty invoices to be issued in cases of non-compliance.
- Generate meet/competition financials (splash fee reconciliation) and provide to bookkeeper/Treasurer. Assist the Finance Chair as needed for documentation from all pre- and post-meet files.
- Arrange and manage Swim Clinics and Camps available within the boundaries of Potomac Valley Swimming. Plan and organize a Swimposium, as determined by the yearly budget and planning committee.
- Collaborate with the PVS Competition Committee to determine the following year meet schedule, and post information as necessary.
- Assist the PVS Competition Committee in collecting nominations for the Outstanding Athlete Awards and manage the voting process.
- Assist the PVS Zone Team Manager in creating the Zone Team Application and collecting the application responses. Assist in maintaining inventory of zone team apparel.
- Work with the PVS Webmaster to post information quickly as needed- particularly meet schedule changes, updates about deadlines, and information about PVS events and deadlines.
- Upload files for club-sponsored meets, such as psych sheets and timelines, to the website.
- Maintain the PVS Policies & Procedures Manual, updating promptly based on actions taken by the House of Delegates and Board of Directors
- Maintain inventory of as well as order and distribute PVS awards
- Promptly respond to email and phone queries to the PVS administrative office

**Required Knowledge for this position:**

- Familiarity with EmailMeForm or equivalent form generating applications for data collection
- Knowledge of Constant Contact, our preferred LSC-wide communication platform
- Ability to use FTP programs to upload files to the website
- Ability to use word processing software for document creation and spreadsheet software for data collection
- Expertise with Hy-Tek Meet Manager software - must be able to create meets from scratch, generate appropriate files, and reports for entries, fees, and reconciliation purposes

**Preferred knowledge for this position:** Training for these competencies can be provided:

- Team Unify and Team Manager
- SWIMS database, for registration support only
- Familiarity with PVS competition procedures, while not required, is a plus

**Reports to:** The LSC Services Manager reports directly to the PVS Board of Directors, overseen by the General Chair and Administrative Vice Chair.

**Supervisory Requirements:** This position does not directly supervise any positions, but does coordinate closely with the Competition Committee, PVS Board (all positions), and all committees within PVS.

**Benefits:** This is a no benefits position

**Travel:** This position does require travel to all in-person Board meetings, as well as the yearly House of Delegates Meeting. It may require travel to specific PVS functions, such as Competition Committee meetings, swim meets, or other functions as dictated by the Board of Directors. It may require travel to the USAS Convention (typically held in September), or the new USA Swimming Convention (to begin in 2023).

Potomac Valley Swimming is an Equal Opportunity Employer.