

# **Midnight Sun Swim Team**

## **YEAR-LONG VOLUNTEER JOB DESCRIPTIONS**

The success of the Midnight Sun Swim Team (MSST) relies on parent participation. Unlike other youth sports, where generally a handful of people can run the team, a swim program simply cannot be run without help and participation from team parents. **MSST has a mandatory participation policy of 12 service points per year per family.**

Year-long volunteer jobs are assigned a point value dependent upon the intricacy of the job. Some year-long jobs do not fulfill the 12-point minimum while others far exceed it. All families are responsible for monitoring their earned service points. Accounts deficient in service points will be charged \$40 per point at the end of the fiscal year (September 30<sup>th</sup>). This list explains the duties of the available year-long jobs.

### Administration Assistant to the Head Coach

Duties as assigned by the head coach, including secretarial, administrative, and organizational tasks.

### Awards Coordinator

Separates the medals / ribbons, ensures awards are labeled correctly, and prepares them for presentation or puts them in the individual swimmer's folder. Ensures adequate supply of ribbons, orders awards as needed for meets.

### Swim Council Representative

Represents all MSST swimmers and works to bring ideas, inspiration and solutions to the entire team. Coordinates and leads monthly swim council meetings with selected swimmers from each practice group and the Head Coach.

### Board of Directors Member-at-Large

Board members are selected by the Board President. Members attend monthly meetings and participate in the business of running the team.

### Bulletin Board

Keeps the bulletin board up to date and in good condition. Displays permanent information as well as periodical news articles and swim meet information.

### Concessions Manager

The Concessions Manager ensures there are enough volunteers to run the concession stand, checks existing inventory and ensures adequate sellable items will be on hand, creates lists of needed items and schedules volunteers. The Manager also provides the Volunteer Coordinator the information needed to update the web based sign up list for each meet.

### Corporate Sponsors

Solicits and manages corporate sponsorship for MSST.

### Gaming Coordinator

Individual designated by the Alaska State Gaming Division as the team member in charge of gaming.

### Media Relations

Prepares articles and press releases for publication in local newspaper and on website. Strives for adequate coverage by local news media to help promote public awareness and support of the swim team.

### Meet Manager

Works under the direction of the Head Coach on the timeline of events for team-hosted meets. Ensures that the meet runs smoothly. Completes and submits sanctions for team-hosted meets. Knowledge of Hyteck system. POC for issues arising during team-hosted meets.

### MSST Student Representative

This is a senior swimmer elected by the swimmers to represents the opinions of the swimmers to the Board.

### Official's POC

Chief official over all volunteer officials.

### Party Planner

Plans the major social events and parties for the swim team throughout the year, including the Holiday Party in December and the year-end banquet in the spring.

### Past President

Past President remains on the Board the year following her term as President. Attends monthly Board meetings and participates in the business of running the team.

### Photographer

Photographs meets and social events for MSST publication.

### President

The President leads the Board of Directors. This is an elected position. Attends monthly Board meetings and participates in the business of running the team. Additional duties as assigned by the Head Coach.

### President-Elect

President-elect ascends to the Board in the year immediately preceding presidency and following election. Attends monthly Board meetings and participates in the business of running the team.

### Scoreboard Operator

This volunteer works closely with the Hytec, Colorado and Corporate Sponsors volunteers to ensure correct display of meet and sponsorship info.

### Secretary

Attends monthly Board meetings, keeps minutes and manages communication among Board members.

### Swim Shop

The Swim Shop sales volunteers monitor existing inventory and ensure adequate sellable items will be on hand and oversee the cash drawer. This position would ideally be shared by two people for the entire year. Inventory includes team caps, suits and t-shirts.

### Swim-a-thon Coordinator

Heads up the Swim-a-thon drive and organizes volunteers. Oversees the pledge board and encourages swimmers and contributors.

### Travel Coordinator

Make travel and accommodation reservations for coach and team travel. This may include trying to secure reduced team rates at hotels or arranging group as well as individual travel.

### Treasurer

Oversees bookkeeping and finances for the entire team, including membership fees, meet fees, and fundraising.

### Volunteer Coordinator

Organizes volunteers for year-long and meet-specific needs. Tracks service hours for team members.