

## Job Description: Zone Diversity & Inclusion Coordinator

### ZONE DIVERSITY COORDINATORS (ZDC)

Western Zone - TBD

Central Zone - TBD

Eastern Zone - TBD

Southern Zone - TBD

#### Position Description:

Each Zone shall have a Zone Diversity & Inclusion Coordinator. The Zone Diversity & Inclusion Coordinator (ZDC) serves as the first point of contact to the Zone's LSC Diversity Chairs and acts as a liaison for this group to the National Diversity & Inclusion Committee. One of the main purposes of this position is to assist in the training of, and dissemination of information to the LSC D&I Chairs.

#### Reports to:

USA Swimming D&I Staff Liaison and National D&I Committee Chair

#### Key Duties and Responsibilities

- Serve as the Chairperson of the Zone Diversity Committee (LSC Diversity Chairs in the Zone)
- Facilitate regular communication, exchange of ideas and leading practices among the Zone LSC Diversity Chairs through:
  - Quarterly, bi-monthly or monthly conference calls
  - Email, newsletter or other electronic communication
  - In person meetings at the Spring Zone meetings, summer Regional Summits and/or at the annual Convention
- Provide updates to the Zone Directors, Zone HOD, National Diversity & Inclusion Committee and USA Swimming Diversity & Inclusion Staff regarding diversity efforts and initiatives throughout the Zone by:
  - Distributing meeting minutes and facilitating that they are posted on the Zone website
  - Reporting at Zone Meetings
  - Meeting in person twice annually with USA Swimming Diversity & Inclusion staff and other Zone Diversity Coordinators for strategic planning at Convention and during the in-person National D&I Committee Meeting
  - Provide monthly report to (or be present on) the National D&I Committee monthly meetings
- Designate a camp committee to review bid submissions for the Zone Diversity Select Camp
- Along with USA Swimming Diversity and Inclusion staff, act as a resource and provide input to the Zone Select Diversity Camp Director for the Zone Diversity Select Camp and the Regional Diversity & Inclusion Summits
- Serve as a liaison during the planning and delivery phases of Zone-wide programs such as multi-cultural meets, Water Safety Days or any other activities and initiatives
- Support and assist with the fulfillment of USA Swimming and the National Diversity Committee objectives
- If no Diversity Chair is in place at the LSC level, the Zone Diversity Coordinator, with the assistance of the Zone Directors, National Diversity & Inclusion Committee and USA Swimming Diversity & Inclusion staff,

will communicate the diversity/inclusion efforts to the General Chair of the LSC and assist the GC in his/her efforts to fill the Diversity Chair position in that LSC

- Serve as a mentor to new LSC Safe Sport Chairs
- Report any new D&I Chairs to the standing D&I Chairs Activation Task Force

### **Membership Terms and Selection:**

- The ZDC is a position appointed by the USA Swimming Diversity & Inclusion Staff Liaison with input from the National Diversity & Inclusion Committee.
- The position is 2-year appointment for up to (2) additional two-year terms, and shall not exceed more than 6 consecutive years.
- May serve beyond 6 years following a 1-year lapse
- Official start of term: November 1

### **Job Qualifications**

- USA Swimming Membership
- Must have served at least 1 term as a member of the National D&I Committee or LSC Diversity Chair. (preferred but not required)
- Must possess the ability to think about D&I on a zone and national scale versus representing ideas/situations specific to their local area or team.
- Must reside in the Zone
- Effective communicator
- Consistent follow-through
- Interest in Diversity & Inclusion