MINNESOTA SWIMMING

Committee Meeting Proposal

☐ **Proposed Legislation** ☐ **Proposed Policy** ☒ **Proposed Resolution** ☐ **Discussion Only**

☐ **Reviewed by the Legislative Coordinator for Form** ☒ **Draft (Not Yet Reviewed)**

Proposed Legislation must be submitted on this form and should be submitted prior to the mailing of the Board of Directors Agenda to the members clubs. New business items coming from the floor must also use this form to submit the proposed legislation.

Date Submitted: ***7/09/18*** ***Date of Board Meeting to be Discussed:*** ***7/17/18***

Name of Legislation: Sport Development Director Job Description and Posting

Description of Issue:
It is the Personnel Committee's goal to continue the process to develop a new paid position to direct the "wet" side of the organization including the Competitive Excellence initiative.

Solution/Rationale and Proposal/Legislation Requested:
The process is best-served through transparency and inclusion, with buy-in from multiple member segments of the organization. The Personnel Committee recommends adoption of the attached job description and listing for the Sport Development Director position:

Effective Date: Immediate

Method of Implementation: Posting of the job opening will be distributed through the outlets described in the Search Committee proposal.

Proposed by: ***Personnel Committee*** ***Club:*** ***Various***

Board Member Submitting: ***Personnel Committee*** ***Title:*** ***Various***

Action: (Adopted) (Defeated) (Adopted-Amended) (Tabled) (Postponed) (Withdrawn) (Referred to Committee)

POSITION: **Sport Development Director**

ORGANIZATION SUMMARY:
Minnesota Swimming Inc. (MN Swimming) is a 501(c)(3) nonprofit Local Swimming Committee representing USA Swimming in Minnesota and western Wisconsin. Approximately 65 swim clubs, 8,700 athletes and 800 non-athletes constitute the membership. MN Swimming exists to serve the competitive swimming community from introductory swimmers to national and Olympic champions. More information is available at www.mnswim.org.

LOCATION: MN Swimming office, Eisenhower Community Center, 1001 Highway 7, Hopkins, MN 55305
HOURS AND TYPE: Full-time, Exempt
COMPENSATION: Competitive salary commensurate with experience and record of successful achievement.
BENEFITS: Group health insurance plan, SEP IRA contribution, paid vacation

APPLICATION DEADLINE:

SUMMARY
The MN Swimming Sport Development Director provides leadership and direction to enhance and optimize **athlete performance, coach effectiveness** and **club development** within the Local Swimming Committee (LSC). The Sport Development Director is committed to developing and implementing strategies that successfully achieve MN Swimming's vision and mission and in alignment with USA Swimming core objectives. The Sport Development Director focuses on delivering and executing programming with measurable results that continuously improve members' ability to achieve their highest levels of success in the sport of swimming. In this role, the Sport Development Director also evolves best practices, efficiently uses resources, effectively communicates, and enthusiastically promotes the sport of swimming.

REQUIREMENTS AND QUALIFICATIONS

- Bachelor's degree and minimum 5 years head coaching experience with a USA Swimming team or other established youth sports organization required OR a combined 10 years of sports or coaching education and head coaching experience.
- Computer skills required including proficiency in Word, Excel, PowerPoint and electronic mail. Utilization of TeamUnify, and social media preferred.
- Demonstrated proficiency to use athlete performance data to develop, plan and implement programming and services to achieve MN Swimming performance objectives.
- Ability to travel within the LSC territory, as well as regionally and nationally, as necessary. Availability to attend MN Swimming Board of Directors meetings, committee meetings (as assigned), and House of Delegates, as well as USA Swimming Convention, national and zone workshops, and meetings as applicable to this position.
- Willing to work evenings and weekends when needs dictate the Sport Development Director's presence.
- A USA Swimming Non-Athlete Member in good standing or successful registration with USA Swimming prior to employment, including applicable background check approval and completing Athlete Protection training, is required. MN Swimming will also comply with all current requirements and recommendations of the USA Swimming Pre-Employment Screening Program for New Employees.

The ideal candidate:

- Demonstrates exceptional verbal and written skills to effectively communicate with a diverse membership of athletes, coaches, volunteers, staff, and members.
- Shows recognized ability to develop positive professional relationships within an organization.
- Works well in a collaborative team setting, in a member-represented nonprofit organization with proven problem solving and confliction resolution skills.
- Exhibits a history of a disciplined and goal-oriented self-starter with a high level of initiative. Proves strong planning, organizational, and time management skills to work efficiently and independently.
- Is capable of greater management responsibility in addition to the Sport Development Director role.

RESPONSIBILTIES

1. <u>Athlete Performance</u>
    a. Develop a Quad plan for athlete performance
    b. Enable educational and programming opportunities that improve athlete performance.

c. Assist the Technical Planning, Age Group, Senior, Camps/Clinics, Open Water, and Athlete committees to collaboratively support:
    i. Implementation of Quad athlete performance plans and goals;
    ii. Creation of skill-appropriate athlete training clinics / camps;
    iii. Increasing athlete achievement in all age groups and at all levels of competition within MN Swimming and beyond MN Swimming;
    iv. Monitoring and analysis of athlete results and statistics, comparing to established performance objectives;
    v. Development and implementation of programs that recognize top performing athletes.

2. Club Development
    a. Develop a plan for the Quad to enhance club development
    b. Conduct club visits to enhance the development and operating success of MN Swimming clubs.
    c. Enable educational and programming opportunities that improve club organizational effectiveness and build the base.
    d. Establish a process for sharing club best practice ideas throughout MN Swimming.
    e. Leverage the USA Swimming Club Recognition and Club Excellence Programs that recognize top performing clubs.
3. Coach Effectiveness
    a. Develop a plan for the Quad to augment the professional success of coaches in MN Swimming.
    b. Enable educational and programming opportunities that improve coaching skills and supports professional growth.
    c. Assist the Coaches Representatives to collaboratively support:
        i. Enhancing athlete training and improve athlete performance;
        ii. Coach and staff development programs/clinics;
        iii. Coach mentoring program,
        iv. Team performance evaluations tools;
        v. Development and implementation programs that recognize top performing coaches.
    d. Work in collaborative manner with complementary coach organizations (high school, college, ASCA, etc.)
4. LSC Communications and Effectiveness
    a. Represent and promote MN Swimming identity and performance goals internally
    b. Lead the rules & regulations for swim meets process
    c. Lead planning for MN Swimming championship meets
    d. Oversee the meet evaluation process and work collaboratively with the Technical Planning, Age Group, Senior, Open Water, and Athlete Committees:
        i. To assess, develop and implement improvements for LSC championship competitions
5. Team Minnesota
    a. Supervise the coach and manager contractors for Team Minnesota
    b. Manage and update Team Minnesota policy and procedures (Zone Manual)
    c. Provide oversight of the development and implementation of the Team Minnesota budget
6. Oversight of employees
    a. Supervise the Meet Sanctioning Coordinator position
    b. Supervise the Technical Assistant position
7. Serve as a staff liaison to the following committees
    a. Technical Planning
    b. Age Group
    c. Senior
    d. Camps & Clinics
    e. Officials
    f. Athletes and Athlete Representatives
    g. Coach Representatives
    h. Records Chair
    i. National Times
8. Event Director
    a. Direct and work collaboratively with members and committees to create content of educational events such as Swimposium, House of Delegates education sessions, USA Swimming's Club Leadership and Business Management School, and other USA Swimming clinics in the LSC territory.
    b. Direct and work collaboratively with the athletes for opportunities/events that recognize athlete performance

This description is not intended to be an exhaustive list of all duties, responsibilities or qualifications associated with the job; other duties may be assigned.

Key Reporting Relationships:
The Sport Development Director reports to the Executive Director. There is frequent and regular collaboration with other staff, consultants and/or volunteers working in the competition, athlete performance, club development, and coach effectiveness areas of the organization.

HOW TO APPLY:
Interested candidates should submit a cover letter and resume via email to the Executive Director at bcrunstedt@mnswim.org OR by standard mail. Examples of work may be included (i.e. hard copy, electronic copies, or Internet URL)

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