



## **Director of Communications**

Primary responsibilities include:

- Create and edit non-meet events, travel information, gear orders or other things set up by KING Boosters including RSVP and volunteer job posting. Assist team members in finding RSVP, posting links and jobs data.
- Work with team webmaster to ensure compliance with his policies related to identify, posting information, archiving forms and information in the Team Unify site.
- Able to edit anything on the KING Boosters relevant part of team website. It is easy to learn, and Team Unify has web videos for nearly every function. Edit obvious errors and or archive past events regardless if they were coach posted.
- Determine what should be “team” - coach posted and what should be “booster posted”; an understanding of the structure and personalities helpful.
- Send emails to appropriate groups, and ensure that the information goes mostly to those who need it. Work with other Booster and volunteer groups (non coach) related people who want to post to either: edit and post for them or at a minimum ensure that too many emails go out in a batch.
- Archive events and documents in a way that can be accessed again.
- Actively assist in Swim-A-Thon: creating event, determining a messaging plan, posting all information for the Fundraising Director’s approval.
- Manage Boosters Facebook Site.
- Be a friendly and immediate resource for meet directors, volunteer coordinators, Boosters President, and coaches to quickly get information out when needed.
- Able to edit, condense and jazz up information.
- Attend monthly Board meetings.
- Public Relations and basic Webmaster experience is helpful.
- Other duties as requested by Board President