



Director of Volunteers

Primary responsibilities include:

- Assess the human resource needs for the club for swim meets and special events (i.e. Back to Swim, Banquet).
- Sets up volunteer jobs on the Team website and ensures all jobs are filled before the meet
- Recruit, train, and serve as a lead to Pool/Training Group Representatives.
- Identify and organize the training and education opportunities for volunteers.
- Ensure all volunteers are recognized for their efforts.
- Communicate with the Director of Member Services as needed
- Assist the Meet Director with KING hosted meets.
- Communicate with the Work Share Coordinator ensuring volunteer hours are credited accordingly to hours worked.
- Review annually the Work Share Policy and recommend edits/revisions.
- Communicate with the Team Billing and the Work Share Recorder to arrange for volunteer opportunities for families deactivated from the team who need to fulfill their workshare obligation.
- Communicate with the Hospitality Coordinator to ensure they are properly staffed for events.
- Communicate with Meet Officials Coordinator in the recruitment of new officials and recruiting for swim and mini meets.
- Communicate with Director of Fundraising and the recruiting of volunteers needed for the annual Swim-A-Thon.
- Submit regular reports to the Board.
- Attend monthly Board meetings
- Other duties as needed and requested by Board President and team