# Trained Jobs

**All jobs require training and/or certification.**

**Meet Jobs** (earned on an hourly basis)

**Certified Safety Marshall**
safety_marshall@berkeleyaquaticclub.com
Responsible for managing Safety Marshall volunteers and working with Meet Referee to ensure safety on deck at all times. Must pass online certification course through USA Swimming.

**Admission Lead**
meet_managers@berkeleyaquaticclub.com
Responsible for managing admissions volunteers for BAC hosted meets. Collects money at door and helps meet manager count money. Checks Officials' and Coaches' credentials.

**Officials**
officials@berkeleyaquaticclub.com

- **Stroke and Turn** – Observe that swimmers competing at meets comply with technical rules of swimming on stroke, kicks, turns and finishes. Indirectly interfaces with swimmers and coaches. Must complete USA Swimming training/certification program.
- **Administrative Official** – This is an USA Swimming certified position and requires training and certification. The "Administrative Official" (AO) is one who works directly with the Meet Referee and supervises/directs the following positions on the "dry" side of the meet: Entry and Registration Personnel, Clerk of Course, Timing System Operator, Scoring Personnel, Timing Judge, Meet Management Software (Hy-tek, Omega, etc.) Operator.
- **Starter** - Starter ensures a fair start for all swimmers. Must complete USA Swimming training/certification program. ***Only open to current Stroke and Turn Officials.***
- **Deck Referee –** Oversees the "wet" side of meet working with the Meet Referee. Handles all aspects and has full authority over all officials and shall assign and instruct them, shall enforce all applicable rules and shall decide all questions related to the actual conduct of the meet, the final settlement of which is not otherwise assigned by said rules. ***Only open to current Starters.***
- **Meet Referee** – Oversees the entire meet (both "dry" and "wet" side), works with meet director; obtains a list of meet officials; inspect the facilities, with specific attention to any safety issues in the meet venue; review seeding and administrative procedures; conduct a coaches' briefing (if needed), and assign and instruct all the other officials. ***Only open to current Deck Referees.***

**Computers**
computer_team@berkeleyaquaticclub.com

- **Entry Coordinator** – Collects meet entries from BAC and visiting teams prior to meets.
- **Omega/Hy-Tek Operator** – Learns how to set up and run Omega Timing System and has knowledge of Hy-Tek software. Attends meets to ensure system is operating properly. Responsible for setting up system prior to meets and cleaning up upon completion of meet.
- **HyTek Operator** - Manages the HY-Tek meet management software at meets.
- **Computer Hardware Coordinator** – Responsible for the up keep of the computer equipment for the club as well as the setup and dismantling for our major meets at Rutgers. Requires some advance experience in computer hardware and networking.

**Meet Managers**
meet_managers@berkeleyaquaticclub.com
Oversee hosted meets to ensure they are running smoothly at all times. Responsible for managing volunteers and working with Meet Referee, Officials, Computer Operators to ensure all meet operations are in keeping with NJ Swimming guidelines.

**Head Timer**
timers@berkeleyaquaticclub.com
Creates lane timing assignments, checks in volunteers, coordinates with the control room.

**Awards Lead**
awards@berkeleyaquaticclub.com
Manages volunteers at awards table. Responsible for managing inventory of awards, placing orders when necessary, printing labels, etc. Additional team members may be needed to assist with both the coordination and ordering of awards as well as the organizing and distribution of awards for both BAC and visiting teams at the conclusion of meets.

**Hospitality Lead**
hospitality@berkeleyaquaticclub.com
Responsible for managing hospitality volunteers and overseeing general operations of hospitality room for coaches and officials at hosted meets. Includes set up and break down of hospitality tables, keeping running inventory of hospitality supplies, placing food orders, clean up.

**Non-Meet Jobs** (Hours will be credited in bulk at end of season based on estimate of time required to fulfill duties during the year.)

**Board position**
jack@berkeleyaquaticclub.com
***Board positions currently filled.***
Sits on the board for Blue Streak Aquatic, the non-profit parent organization of BAC. Attends monthly board meetings. Responsible for creating and implementing policies that support the mission of BAC (position organization for growth, engage and energize membership and demonstrate operational excellence.)

**Billing/fee hour recorder**
BSAbilling@berkeleyaquaticclub.com
Oversee monthly billing of BAC families. Ensures that volunteer and fundraising hours are accurately posted to accounts on a monthly basis, and deficits are billed periodically as per volunteer schedule.

**Fundraising**
carrie.callahan@berkeleyaquaticclub.com
Being a member of the fundraising committee to plan and implement various fundraising events/activities throughout the year (Annual Picnic, Parent Party, Swim-A-Thon, Dine In Events, Raffles/Auctions, etc.)

**Team Store**
BACStore@berkeleyaquaticclub.com

- **Team Store Clerk** - Work on the retail team at the BAC/Speedo Team Store. Work with Store manager to manage inventory, sales, promotions, etc. Will require working regular weekly shift(s) at Team Store.
- **BAC Store online manager** - responsible for the operations and update of the Online Store. Requires knowledge of basic computer and online eCommerce. They should have a background in retail or sales. They report to the BAC Store manager.
- **Assistant Treasurer - Store** - responsible for the accounting aspects of the new BAC Store. Requires knowledge of basic accounting principals and a background in bookkeeping.

**Splash Flash**
splashflash@berkeleyaquaticclub.com
Work with team to produce 6 issues of Splash Flash BAC Newsletter per year. Reporters will write 1-2 feature articles per issue, help with production and distribution as needed. Editor(s) will compile articles, oversee layout/design, manage production and distribution.

**Team Rep Lead**
bsaactivities@gmail.com

Responsible for overseeing team reps/social coordinators, posting Team Unify sign ups for team parties and other events, manages billing/reimbursement for special events.

**Team Rep/Social Coordinator**
**bsaactivities@gmail.com**
Work with relevant age group coach(es) to schedule social events for your swimmer's age group teammates. Includes coordinating holiday and end of season party. May also help coaches in welcoming new families and serve as a resource to answer any "dry side" questions.

**Sunshine Rep**
bsacommunications@berkeleyaquaticclub.com
Responsible for the positive communications of the activities from members of our club, coaches, and other associates with the club as well as communication and coordination of new births, funerals, and the coaches' gifts.

**Non-Trained Jobs**

Do not require training/certification. Do not require committing to a team.

**Meet Jobs** (earned on an hourly basis)

**Admissions Worker** – Responsible for greeting and answering questions for both swimmers and guests, collecting required admissions fees as well as reconciling such fees with the Admissions Lead and/or Meet Manager.

**Runner** - Works closely with the computer team, administrative officials and timers to collect times at meets as needed for reconciliation. Runners will also post results/other information for public viewing.

**Timers** – Responsible for the accurate capture of times for all competing swimmers using a stopwatch, a button or by manually recording times. Must be responsive to runners verifying times. Accuracy is critical. Put in/take out Omega equipment as directed by Lead Timer/Meet Manager.

**Announcer** – Operates the Public Address System at major meets, announces events, heats, results. Accepts scratches from swimmers eligible for finals and reports to control room.

**Hospitality Worker** – Work with hospitality lead to serve coaches and officials throughout hosted meets.

**Awards** – Assistance may be needed throughout the year to label ribbons and/or manage special award needs

**Concessions** – Manage food and beverage sales during hosted meets.

**Non-Meet Jobs** (earned on an hourly basis)

**Grocery Card Sales** – Work with Fundraising Committee to sell grocery cards during practice times.

**Special Events** – There may be opportunities throughout the year for families to volunteer at special events (e.g., Annual Family Picnic). Volunteer jobs for these events will be posted after events are announced.