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| Document | **City Swim Conference Representative -- NSC Job Description** |
| Version | 2.0 |
| Date | June, 2014 |

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| Job Name | **City Swim Conference Representative** |
| Role for **City Meet** | □ Be the lead NSC rep for your team for your assigned area of responsibility. This entails training the volunteer workers their job assigned by the City Committee  □ Attend and assist with set-up for the meet on Friday of the City meet  □ Be a backup to workers if workers do not show up  □ Help address any safety issues that might arise  □ Make sure your team cleans up their team area before they leave  □ Make sure your team behaves in a professional and courteous manner |
| Pre-Meet | □ Understand what time you need to report to the meet to set up.  □ Understand the job area you need to be mentor for by reading the job descriptions.  □ Make sure your City Job Coordinator has gotten all your team’s jobs filled. |
| During Meet | □ Understand the job area you need to be mentor for by reading the job descriptions.  □ Make sure your City or Classic Job Coordinator has gotten all your team’s jobs filled.  □ Make sure your team is being professional and courteous.  *Steps to perform during meet:*  1. Show up at the meet and check in with the meet director.  2. Find the location at the high school where your job area should meet (example: timers report to the deck).  3. Wait for your workers at the job meeting location and check them in  4. If a worker from your team does not show up, give the name/pool/job to the announcer and they will make an announcement to the spectators. The City job coordinator for the team the worker belongs to is notified and they provide a substitute or substitute for the job themselves.  5. Explain to each worker how you want them to perform their job.  6. Ask the workers to get ready to start working (e.g. report behind the blocks for timers). |
| Post-Meet | □ Make sure your team area is cleaned up before you leave |
| Supplies | □ None |
| Notes | 1. If a worker from your team does not show up for their job, please assist your team’s job coordinator to find a replacement quickly  2. The job description you need to learn is posted on the NSC web site and may be provided by the City Meet Director |