



Team Admin-Part Time Position

Job Description

The Team Admin position will provide administrative support to the Head Coach and SASO Board of Directors. This position will be responsible for administrative duties for all programs.

This is an hourly position that will start at \$15-20 per hour. Up to six on-site hours per week will be available. This position has the ability to grow and take on additional responsibilities with the program, including being combined with other SASO positions.

Qualifications

Must demonstrate a strong ability to communicate using multiple platforms.

Must demonstrate a strong ability to follow-thru.

Must be able to be on-site at Solano College two times per week (4:00-6:30 pm.) These times are negotiable.

Must demonstrate a strong work ethic and desire to improve existing programs.

Responsibilities

On sight administrative work up to 6 hours per week. (Solano College.)

Work directly with the Head Coach to assist with team and program communications.

Follow up on all program inquiries (phone and email.) Work with coaching staff to schedule new swimmer evaluations.

Oversight of new member communications, including email as well as on-site meetings as needed.

Communications with families regarding upcoming SASO events and competitions.

Assist Head Coach with SASO website.

Assist Head Coach and BOD with facility rentals, paperwork and schedules. This includes facility use for team as well as events, fundraisers and meetings.

Assist with team travel arrangements, including hotels, rental cars and more.

Assist with team apparel orders and distribution, including shirts, swim caps and more.

Work with Head Coach to improve team communications, including and not limited to team emails, web postings, team mailboxes and more.

Assist with billing and volunteer requirement communications with families as assigned.

Attend staff meetings as assigned.

Other duties as assigned.

Events

Attend all events as assigned by the Head Coach. Assist with communications for all team events.

Assist with promotional events as assigned by the Head Coach.

Other Duties

Assist with other duties as assigned.

Interested Candidates

Contact Head Coach Ricky Silva at rickys@sasoswimming.org. Send a resume with references.

For more info, you can email or call 650-393-9634.