

Motion – 2409PER01 Competition Coordinator

The Personnel Committee moves to allocate no more than \$75,000 from the Savings Account for one year (2024-2025 fiscal year) to fund a new staff position. After the first 9 months, this position will be re-evaluated and funds may be allocated from a different source.

Purpose: Pacific Swimming is looking for an LSC Competition Coordinator to help tailor the services provided to ensure that we are fully benefiting all LSC athletes. The primary area of focus for this position is to analyze information from swim meets to suggest changes to the meet schedule that increases participation and performance for all athletes. It will be the responsibility of the Competition Coordinator to ensure there is a sensible progression for each level of athlete, a championship meet for each level of athlete, and to ensure that each swim meet takes place.

This job is being listed as a temporary trial position with the potential to turn into a permanent position.

Specific tasks:

- Analyze meet data to improve meet schedule.
- Determine types of meets needed for each level of athlete.
- Ensure we provide services for all levels of athletes.
- New Ideas for meets and how those meets will benefit LSC athlete members.
- Ensure that meets are hosted and assist in finding facilities if needed.
- Increase meet participation.
- Increase meet host participation.
- Ensure championship meets for each level of athlete.
- Interview clubs, coaches, officials, and board members to determine if additional services are needed.
- Identify trends, strengths, and weaknesses of current programming.
- Work with the Senior and Age group Committee chairs.
- Act as a liaison between LSC committees
- Assist committees draft motions
- To be a strategic partner to communicate with LSC Committees, LSC board members/committee members, Zone chairs, and Pacific Swimming Clubs.
- Gather information from contributing members to improve the offerings of Pacific Swimming.

Qualifications:

- Background in swimming
- Experience creating meet schedules
- Proficient verbal and written communication
- Ability to write reports
- Ability to assist in writing committee motions
- Robust interpersonal skills
- Proficient computer skills