

Ypsilanti Otters Parent Jobs

Job	Brief description of duties
Board members	Attend monthly board meetings and ad-hoc meetings as need arises. Includes President, Vice President, Secretary, Treasurer, and 4 at-large members.
Team apparel and merchandise coordination	Poll Otters families and brainstorm to think of ideas for items to make or sell for spirit-building and/or fundraising. Coordinate ordering and sale of items (including but not limited to team swimsuits, t-shirts, sweatshirts, parkas, caps, goggles, towels, fleece throws, buttons, etc.)
Pups coordination	Distribute information to pups families as needed via email, files folders, etc. Attend board meetings if possible. Serve as primary contact for pups coaches, families and board.
Email list "point person"	Verify accuracy of email list, deleting and adding as necessary
USA Swimming registration and communication	Prepare information about USA swimming for parents at registration. Serve as club liaison to USA organization. Communicate with USS parents about meet schedules and deadlines, procedures. Collect registration forms. Pass on USA swimmer information to USA meet entry coordinator. Run an informational evening for parents.
USA swimming meet entry coordination	Coordinate with coaches re schedule and targeted meets. Enter registration information into file and prepare roster for USA families and coaches. Provide emergency contact and insurance information to coaches for USA swimmers. Collect meet entries during season. Prepare/submit entry packets. Provide fee information to treasurer.
Email Announcement	After each dual meet or USA meet, volunteer looks at results and sends out a general announcement to email loop as to which team records have been broken, and primarily, significant time drops which have been achieved.
Parent Volunteer Coordinator	Oversee the assignment of parents to jobs, and track completion of assigned jobs. At the start of each session, after parents sign up or are assigned to a job, prepare and distribute to all Otters families a list of job assignments. This will serve as a reminder as well as help parents find substitutes if necessary. Work with Board to modify list of jobs as need arises. Oversee development of more detailed job descriptions.
Records coordination	Work closely with SMSL and USA coordinators to keep close track of records broken during season. Provide update of record list to webmaster for posting on club webpage at least quarterly. Update record board at pool at end of each session.
Folder coordination	Manage family and administrative file folders: make sure folders are added for new members and removed for departing families. Clean out old material at end of session.
Elementary and Middle School Liaison	Contact schools and submit copy to particular method of communication within that school, i.e., website, newsletter, open house nights, etc. Pick the school your child attends and be the point person for communication.
Club documents coordinators	Organize and maintain parent handbook, binder of parent job descriptions, bylaws, and other club/board official documentation. Work with Board and website manager to prepare and distribute updated materials.
Fundraising coordinators	Initiate and coordinate fundraising events/programs.

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Club sponsorship coordinators	Collect sponsor checks and forms from "Sponsorship" folder on pool deck. Turn in checks to treasurer. Proof copies of sponsorship forms and pass proofed forms to webmaster. Verify that sponsors are current on website. Keep folder stocked with sponsorship forms. Be the contact person for questions from businesses and other potential sponsors and from Otters parents/coaches.
Club publicity coordinators	Contact local papers about registration, meet highlights, and other news. Increase visibility of Otters club in community.
Team Photography	Take candid photos throughout season and make available to local newspapers and for posting on website.

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TIME-SPECIFIC JOBS	
<p>Offers Registration coordination (early in session)</p>	<p>Assemble paperwork/forms. Arrange for parent helpers. Coordinate with coaches. Organize and submit information to community ed. Throughout session, be the contact person when community ed receives calls from interested families.</p>
<p>Spaghetti Dinner Coordinator (end of session)</p>	<p>Communicate with families and organize parent volunteers for pre-championship meet spaghetti dinner.</p>
<p>Spaghetti Dinner helpers (end of session)</p>	<p>Prepare food, setup, serve, and cleanup for pre-championship meet spaghetti dinner. Help supervise swimmers.</p>
<p>Fun Night coordinators (end of session)</p>	<p>Plan one social event for the swimmers (e.g., holiday party in December, free swim at pool after state meets in March). Coordinate with coaches and communicate with families about event.</p>
<p>Banquet set up/decorating and cleanup (end of session)</p>	<p>Help with set up, including decorating banquet area, and cleanup at end of session banquet.</p>

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MEET JOBS	
Meet managers	Meet worker jobs will be assigned, so this involves being the go-to person when parents have questions and need help finding someone to switch jobs with them. Ultimately ensure that all meet jobs are filled. Check in parent volunteers each meet and fill gaps/resolve concerns as needed.
Starter/Announcer	Serve as starter/announcer at home swim meets. Must be familiar with Colorado timing starter and all meet rules. Start all heats, determine false starts, assist stroke judge.
Meet computer and equipment managers	Maintain computer and electronic equipment for home meets and championships. Train new parent volunteers in use of computers for marshalling and timing during meets. Arrive early on home meet nights to set up computer for meet.
Stroke Judges	Serve as stroke judge at home swim meets. Must be familiar with all meet rules. Observe each swim and determine if starts, strokes, turns, finishes are legal according to league rules.
Concessions coordination	Coordinate purchase and donations of refreshments sold at home meets. Manage concession stand during meets.
Ribbons Coordination	After each meet (home and away), collect ribbons and cards, organize and pass to folder coordinator for distribution to swimmers in family folders. Check supplies of ribbons (including heat winner and participant ribbons), pink and blue meet event cards, score sheets, ribbon labels, printer paper, pencils, and order supplies as needed. Serve as ribbon writer at away meets.