

# PACIFIC NORTHWEST ASSOCIATION OF MASTERS SWIMMERS

## Board Position Description

<b>Position title</b>	Club & Team Development Coordinator	
<b>Start date / End date or Term length</b>	Ongoing	Appointed position
<b>Estimated hours/days required per month</b>	5 - 10 hours per month	
<b>Reports to</b>	PNA President	
<b>Direct Reports</b>	None	
<b>Role overview and purpose, and how it relates to the organization’s mission</b>		
The Club & Team Development Coordinator is charged with developing relationships with PNA’s clubs and workout groups and offering the services of USMS and PNA.		
<b>Key responsibilities:</b>		
<ul style="list-style-type: none"> <li>• Encourage the development of clubs and workout groups</li> <li>• Promote U.S. Masters Swimming through presence at meets and visits to workout groups/clubs</li> <li>• Bring input and information to the PNA board regarding what clubs/workout groups need from PNA or the National Office (NO)</li> <li>• Survey groups as needed throughout the year to keep communication open</li> <li>• Be available, on behalf of PNA, to answer questions from clubs/workout groups. Name and contact info should be listed on PNA’s “Contact Us” web page</li> <li>• Stay current and informed about programs and services available to clubs/workout groups from the NO. Promote those services and programs locally</li> <li>• Work with PNA’s Membership Coordinator to follow up on renewals for clubs/workout groups</li> <li>• Promote the benefits and services of becoming a USMS registered group among club/workout group contacts</li> <li>• Work with the Membership Coordinator to maintain current contact information for club/workout group’s coaches and representatives</li> <li>• Promote opportunities from the NO in PNA publications and updates to group contact persons through email</li> <li>• Coordinate with the Coaches Chair and other PNA committee chairs as needed (such as OW and Fitness/Clinics)</li> <li>• Help build and recruit events that would enhance club/workout group participation</li> <li>• Maintain local policies based on USMS policies related to workout groups and clubs, as needed</li> <li>• Succession planning to recruit a capable successor to this position</li> </ul>		