

PACIFIC NORTHWEST ASSOCIATION OF MASTERS SWIMMERS

Board Position Description

Position title	PNA Coaches Coordinator	
Start date / End date or Term length	Two-year term beginning in April of odd-numbered years	Appointed
Estimated hours/days required per month	10–20 hours per month	
Reports to	PNA President	
Direct Reports		
Role overview and purpose, and how it relates to the organization’s mission		
<p>The Coaches Chair acts as the PNA liaison with the local PNA coaching community to facilitate the flow of relevant information from PNA, USMS Coaches Committee, and National Office. This position leads the effort to develop effective relationships with area coaches, and assists them in their effort to develop their skills and grow their programs.</p>		
Key responsibilities		
<ul style="list-style-type: none"> • Receive communications from the USMS Coaches Committee and distribute that information to coaches within PNA • Work with the PNA Registrar to maintain a list of coaches within PNA • Facilitate communication among the coaches within PNA • Distribute information on coach training opportunities • Assist the Fitness/Clinics Coordinator by soliciting PNA clubs/workout groups/facilities to determine interest in hosting coach and swimmer clinics • Survey coaches within PNA and if the demand warrants, coordinate Masters coach certification through USMS Club and Coach Development and the Coaches Committee • Act as a resource in providing coaching and training information to PNA, Coaches Committee, and National office so that it may be considered for publication on the PNA website, usms.org, STREAMLINES and SWIMMER magazine • Serve as a PNA ambassador in helping other coaches grow their USMS programs or helping other coaches start a USMS program. Call or e-mail the USMS Club and Coach Development Director at clubdevelopment@usms.org to gain assistance from the National Office 		

Key deliverables
<ul style="list-style-type: none"> • Maintain a list of Club and workout group coach contacts for PNA Board reference • Assist the Fitness/Clinics Coordinator to plan and coordinate PNA sponsored coaching clinics • Assist the Fitness/Clinics Coordinator to plan and coordinate PNA sponsored swim clinics or other fitness events for members • Communicate updates of USMS Rules to PNA coaches • When possible, write or solicit articles about PNA coaches for publication (e.g., web, email, newsletter, local paper) to recognize coaching successes
Recommended skills, experience, and attributes
<ul style="list-style-type: none"> • Achieved Level 2 of Masters coach certification or intends to become Level 2 certified • Familiar with the structure of USMS (LMSCs, clubs, workout groups) • Familiar with the USMS rules of competition • Familiar with the USMS insurance program • Familiar with USMS and PNA procedures for starting a new club • Good communication skills • Willingness to solicit help from USMS Club and Coach Development: clubdevelopment@usms.org
Recommended training
<ul style="list-style-type: none"> • Achieve Level 2 Masters coach certification • Awareness of USMS Club and Coach Development initiatives and membership growth strategies
Benefits for the volunteer
<ul style="list-style-type: none"> • Opportunity to share knowledge and experience with other coaches • Opportunity to keep informed and current with coaching skills and techniques
Benefits to USMS
<ul style="list-style-type: none"> • Active participant and supporter of Club and Coach Development
Other suggested requirements of the role
<ul style="list-style-type: none"> • Succession planning to recruit a capable successor for handling your role and responsibilities