



## DIRECTOR of OPERATIONS

**PURPOSE:** Effectively and efficiently manage and run the day to day operations of Connecticut Swimming, Inc.(CSI) Responsible for ensuring the efficiency of business operations as well as working closely with the General Chair, Board of Directors (BOD), Governance Committee, volunteers and CSI community.

CSI is a 501(c)3 non-profit organization that is comprised of the following:

- Organization of 6,000 swimmers
- 300+ Registered Coaches
- 600+ Registered Volunteers – Certified Officials
- 60+ Membership Clubs

**EXPERIENCE:** Knowledge, understanding and background in competitive swimming.

### **JOB RESPONSIBILITIES:**

- Board of Directors, Committees, and additional support staff
  - Assist as needed
    - Reserve meeting space as needed
    - BOD meeting preparation
  - Implement CSI Policies and Procedures
  - Facilitate – schedule and coordinate – clinics as requested by the Board and Committee
- Communication:
  - Facilitate communication between BOD/Committees and Membership
  - Oversee all aspects of CSI Email
  - Assist Clubs, Coaches and Volunteers with LSC matters
  - Maintain and Oversee CSI Website and social media Platforms
- Bookkeeping:
  - Collect and Record LSC transactions (QuickBooks)
  - Membership, Meet Sanction/Surcharge, etc. reconciliation
  - Good working relationship with CSI Treasurer
  - Athlete Travel Requests and Reimbursements
- USA Swimming (USA-S), SWIMS National Membership, CSI FAST Membership and Times Database:
  - Communicate and implement USA Swimming Policies and Procedures
  - Liaison to USA-S with various programs and initiatives
  - Update content (data)
  - Collect and analyze specific LSC data
  - Develop a strong working relationship with FAST Database Developer
  - Knowledge of USA Swimming rules and regulations
- Annual and Seasonal CSI Events:
  - Championship Meets – Short Course and Long Course
    - Oversee preparation and operation
    - Online Meet Entry System
    - Fee reconciliation
    - As needed

- Annual Awards Banquet
  - Work with organizational committee
  - Secure venue
  - Prepare invite list
  - Process RSVPs
    - Order awards
    - Prepare banquet booklet
- LSC Recognition Programs:
  - LSC Scholar Athlete
  - LSC Top 16 – Short Course and Long Course
  - USA Swimming Top 10
- Swim Meet Operational Management
  - Online Meet Bid preparation and implementation – in coordination with Program Operations (PO)
  - Filter meet bids and prepare Meet Schedule – in coordination with PO
  - Prepare and distribute Meet Announcement Template – in coordination with PO
  - Receive and approve every meet announcement for accuracy and post on CSI website
    - Corrections and changes are in coordination with meet host
  - Post meet management reports and surcharge reconciliation
  - Collect and disseminate meet evaluations
- Office Files:
  - Keep concise records/documentation
  - Maintain and update all manuals
  - Clear and concise historical documentation and knowledge
  - Facilitate and maintain all CSI Contracts
- Other Duties as Assigned

**NECESSARY SKILLS AND REQUIREMENTS:**

- Comprehensive Computer Skills:
  - Fully proficient with Microsoft Office
  - Adobe Acrobat
  - Google Cloud – Emails, docs, etc.
  - HTML Basics – Additional is a plus
  - CMS Website
  - SQL Query Basics
  - Meet Management Software
  - QuickBooks
  - Social Media Platforms
  - Video Conferencing
- Project and event management
- Strong verbal, customer service, problem solving and interpersonal skills
- Average hours per week is 40 – may include weekends
- College education preferred
- Ability to complete all USA Swimming membership requirements including the background check

**SALARY RANGE: \$60,000 - \$80,000**

**APPLICATION PROCESS: Please send resume with three (3) references to [careers@ctswim.org](mailto:careers@ctswim.org). References must include contact information and relation to applicant. Deadline is Oct. 22, 2021**

**EOE**