



## North Carolina Swimming

*Enriching the competitive swimming experience in North Carolina  
with Resources, Programming, and Leadership*

### Job Description

**Position:** Executive Director  
**Reports To:** General Chair

**Home Location:** North Carolina  
**Classification:** FT, Exempt

**Anticipated Start Date: April 1, 2023**

#### General Function:

Under the general direction of the General Chair, the Executive Director will provide support services to member clubs, coaches, swimmers, officials, and volunteers that enable the organization to attain its mission. The Executive Director will enable efficient operation of the North Carolina Swimming LSC including administrative procedures, communications, and event management.

#### Minimum Standards/Required Certifications:

1. Excellent professionalism, communication skills (especially written skills), organization, time management, and process management skills.
2. Ability to self-manage, self-motivate, and achieve goals in a timely manner with minimal supervision.
3. Strong customer service orientation and capacity to work well with a broad group of people including coaches, board and committee members, officials, meet directors, volunteers, co-staff, parents, other LSCs' staff, and USA Swimming personnel.
4. Proven experience in event management for large groups including meeting production, banquet planning, and large team travel arrangements.
5. Skilled computer user (Office suite, SWIMS 3.0, web hosting, etc.) with capacity to learn new skills quickly as necessary.
6. Obtain and maintain USA Swimming membership including passing a periodic criminal background check and retaining Athlete Protection Training and Concussion Protocol Training certification. Always abide by relevant Codes of Conduct and the Minor Athlete Abuse Prevention Policy. Disclose conflicts of interest that could affect job performance.
7. Ability to work evenings and weekends as needed to complete projects, attend meetings and events, and fulfill project commitments.
8. Experience in aquatics and competitive swimming helpful.

#### Primary Responsibilities:

1. **LSC Communications:** Maintain email and telephone communications with coaches, club leaders, board members, committee chairs, and others as necessary to keep projects on schedule and members well-informed. Respond promptly to inquiries from members, parents, vendors, and USA Swimming personnel.
2. **Data Management:** Maintain LSC records and top swimmer lists. Generate reports to facilitate LSC team selections and to determine winners of annual LSC awards. Calculate travel fund reimbursements and other LSC programs.
3. **Website Management:** Manage the NCS website and keep it updated daily with current information about LSC meets, activities, achievements, and information. Keep meet schedule loaded and updated with sanction, meet files, and results. Work with web host to ensure security and continuous operation of the site.
4. **Meet Sanctioning Process:** Work closely with host clubs and the NCS BOD's Sanctions Committee and Operations Committee to maintain the meet schedule, solicit meet bids, prompt hosts for submission of required sanction documents, marshal sanction documents

through the LSC review process in a timely manner, and confirm sanctioned meets with meet directors and meet referees. NCS clubs host approximately 300 meets per year.

5. **Event Planning and Travel Management:** Own the process to plan and execute LSC-wide events working with volunteers, coaches, and others as appropriate to attain schedules, budgets, and member quality expectations. Negotiate favorable contracts with vendors, airlines and bus companies, hotels, aquatics facilities, and meeting/banquet facilities. Manage procurement of LSC team and meet merchandise and championship meet awards, bag tags, towels, etc.

Major LSC events (dates approximate) include but are not limited to:

- a. Annual House of Delegates meeting (September/October)
- b. All Star Banquet for 300 people (September/October)
- c. Annual LSC Workshop (April)
- d. Pool LSC Zone Team travel and accommodation plans for 80 swimmers, coaches, and chaperones (August)
- e. Open Water Zone Team travel and accommodation plans for 80 swimmers, coaches, and chaperones (May)
- f. NCS SR and AG SC Championships (February)
- g. NCS SR and AG LC Championships (July)
- h. Carolina Crown Meet (April)
- i. All Star Camp (September/October)
- j. Select Camp (April)
- k. IMX Camp (January)
- l. A Team Camp (October)
- m. Other LSC events as necessary

### **Secondary Responsibilities:**

1. Sponsorship and web advertiser procurement as possible, e.g., Cheerwine and towel sponsor for Banquet, lane sponsors for Carolina Crown, apparel sponsors for Zone Teams, etc.
2. Events: Attend LSC meetings and events, Board of Directors meetings, project meetings, LSC championship meets, USA Swimming events as directed by the General Chair.
3. Assist with other projects as requested by Board of Directors, committee chairs, or task force leaders.

### **Physical Requirements:**

The Executive Director must represent the organization in a professional image. He/she must be able to maneuver facilities freely, travel to LSC events, be capable of speaking clearly, and other physical activities including, but not limited to: walking, stooping, carrying a minimum of 50 lbs., sitting, standing, pushing, climbing, kneeling, lifting a minimum of 50 lbs., and crouching.

### **Introductory Period:**

A 90-day review will be conducted after the employee start date. The purpose of such an initial introductory period is to provide an opportunity for both North Carolina Swimming and the new employee to assess their respective satisfaction and suitability to the job.

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**Employee**

**Date**

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**NCS General Chair**

**Date**