

U.S. Masters Swimming Club and Coach Services Director

Job Description

The Club and Coach Services Director position is the business unit leader for USMS Club and Coach Services. This position is full time and located in the USMS national office in Sarasota, Fla. This position reports directly to the executive director.

Overall Responsibility

Provide leadership to the USMS Club and Coach Services division by collaborating with the executive director, other USMS business unit leaders, and the USMS Coaches Committee to develop short-term and long-term strategies that align with the U.S. Masters Swimming business plan.

Roles and Duties

Coach and Club Services

- Provide leadership to USMS Club and Coach Services coordinators
- Identify, outreach and encourage facilities to incubate U.S. Masters Swimming programs
- Implement the annual club renewal campaign
- Contribute content that will be published in USMS communication vehicles such as *SWIMMER* magazine, *STREAMLINES*, and usms.org

Masters Coach Certification

- Manage the USMS Masters Coach certification program including, but not limited to, curriculum, scheduling, and coordinating instructors
- Interface with ASCA to coordinate the certification process
- Develop and implement curriculum delivery programs

Event Services

- Encourage Masters swimming programs to host events and clinics
- Serve as an event information resource to Masters swimming programs and LMSCs

Partnerships

- Engage and activate partnerships with organizations that align with the USMS mission, vision and values, for the purpose of increasing benefits to our members, enhancing and expanding the USMS brand, building USMS membership and improving access to swimming facilities.

General

- Participate in senior staff meetings
- Develop an annual budget for the Club and Coach Services business unit

Summary of Desired Qualifications:

- Previous swim club coach or club administration experience

- Appreciation and aptitude for administration, program planning, budgeting, personnel management and other dry-side responsibilities
- Team player with a service oriented and relationship building philosophy
- Ability to digest information and translate into organized, usable data to make strategic decisions
- Experience hiring, managing and leading of a staff
- Exceptional team leadership skills
- Exceptional organizational skills and ability to multi-task
- Excellent interpersonal skills
- Excellent written, listening and verbal communication skills
- Ability to make clear recommendations and decisions when necessary
- Willingness to travel as necessary to perform responsibilities

Education:

- Desired Education: Successful candidates will have an undergraduate degree in Business, Marketing or Management or related field.
- Substitution: For candidates who do not have the desired degree, one year of higher education may be substituted with two years of additional related work experience or training with at least two years of college required.

To Apply:

Individuals interested in being considered for this position should send a letter of interest and resume via confidential email to U.S. Masters Swimming: hr@usms.org.

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