



# U.S. MASTERS SWIMMING

## Position Description Template

<b>Position title</b>	Discussion Forum Moderator	
<b>Start date / End date or Term length</b>	Ongoing	Appointed by President
<b>Estimated hours/days required per month</b>	approximately 15 hrs per month	
<b>Reports to</b>	Webmaster & Lead Moderator	
<b>Direct Reports</b>	None	
<b>Role overview and purpose, and how it relates to the organization's mission</b>		
<p>Forum Moderators are volunteer members who are responsible for policing the content of our discussion forum to allow for a relatively free flow of ideas and information, through this communication channel. The main job function of the moderator is to ensure that all members are adhering to all forum rules and when necessary, moderate members to comply with these rules.</p>		
<b>Key responsibilities</b>		
<ul style="list-style-type: none"> <li>• Understanding and applying the forum rules.</li> <li>• Reviewing and approving/denying new members.</li> <li>• Responding to “reported” posts.</li> <li>• Coach, counsel and ban users.</li> <li>• Remove/edit improper posts and threads.</li> </ul>		
<b>Key deliverables</b>		
<ul style="list-style-type: none"> <li>• Fulfilling key responsibilities effectively.</li> </ul>		
<b>Recommended skills, experience and attributes</b>		
<ul style="list-style-type: none"> <li>• Good communication with effective writing skills.</li> <li>• Editorial experience is helpful.</li> <li>• Moderators should be impartial, fair, polite and firm while dealing with the forum members.</li> <li>• They should possess fluent language skills and in-depth knowledge in Masters Swimming.</li> <li>• They usually do not participate in ongoing controversial discussions on sensitive topics (like religion or politics) or even if they do, they generally do not express strong or extreme opinions either way.</li> <li>• Moderate computer skills and access to internet.</li> </ul>		
<b>Recommended training</b>		
<ul style="list-style-type: none"> <li>• Training on forum Moderation and Administrative tools.</li> <li>• Training on IP search tools (needed to verify new members)</li> </ul>		

<b>Benefits for the volunteer</b>
<ul style="list-style-type: none"><li>• Exposure to a broad view of personalities and perspectives.</li></ul>
<b>Benefits to USMS</b>
<ul style="list-style-type: none"><li>• The discussion forum is an important communication tool for our committees and volunteers and well as a vital social media channel for our members and the swimming community at large.</li><li>• Insuring that we continue to have an active forum that is publicly available is the responsibility of the moderators.</li></ul>
<b>Other requirements of the role</b>