

Job Description: Westfield Aquatics Office Manager

Position: Westfield Aquatics Office Manager

Reports To: Head Coach

Employment Type: Part-time, 5+ hours per week with additional hours required during club-hosted meets

Position Overview

The Office Manager assists the club and the coaches with a variety of administrative functions to ensure efficient and accurate operations of the club. This includes assisting with communications, billing, and bookkeeping. Additionally, this role will work closely with the Board and parent volunteers on planning team events.

Key Responsibilities

Administrative Management

- Serve as the primary point of contact for billing questions.
- Manage team registration processes, including tracking payments, medical forms, and USA Swimming registrations.
- Maintain and update team databases, rosters, and contact lists in Team Unify.
- Assist the Head Age Group Coach with preparing and distributing weekly newsletters and other communications to ensure parents and athletes stay informed about practices, events, and updates.

Event and Schedule Coordination

- Work with the parent Volunteer Coordinator to organize logistics for swim meets, including volunteer assignments and supply needs.
- Work closely with the Volunteer Coordinator to track volunteer sign-ups, ensure adequate coverage for meets and events, and monitor parents' compliance with the club's volunteer requirements.
- Serve as a backup to the Parent Volunteer Coordinator during meets, including assisting with the check-in of parent volunteers, providing an overview of their roles, and ensuring all positions are adequately staffed.
- Assist parent Concessions Lead with staffing concession stand for meets (club, high school and middle school) and ensuring supplies are ordered.
- Collaborate with parent leads for each swim group to coordinate group and team-wide social activities, including year-end celebrations, championship meet events, and other special gatherings.

Financial Oversight

- Assist Board Treasurer in managing team finances, including invoicing and fee collection.
- Track expenses in Quickbooks and process reimbursements to coaching staff or parent volunteers as appropriate.
- Work closely with the Bookkeeper/Treasurer to prepare the monthly financial report for the Club.

Team Support

- Act as a liaison between coaches, parents, and board members to facilitate clear communication.
 - Order and manage distribution of team shirts and caps.
 - Address and resolve issues or concerns in a professional and timely manner.
 - Assist in social media posts promoting club and club events.
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Qualifications and Skills

- **Experience:** 2+ years of experience in office administration, event coordination, or a similar role; experience with athletics or swim teams preferred.
 - **Technical Skills:** Proficiency in Microsoft Office, Google Workspace, and team management software (e.g., TeamUnify). Team Unify can be taught if unfamiliar.
 - **Organizational Skills:** Excellent time management, attention to detail, and ability to multitask in a fast-paced environment.
 - **Communication Skills:** Strong verbal and written communication skills with the ability to work effectively with diverse groups.
 - **Problem-Solving:** Resourceful and proactive in addressing challenges.
 - **Flexibility:** Ability to work evenings and weekends as needed for meets and events.
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Preferred Qualifications

- Familiarity with competitive swimming terminology and operations.
 - Experience managing volunteers or large groups.
 - Knowledge of league or regulatory requirements for swim teams.
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Working Conditions

This position may require a combination of remote and on-site work. Candidates should be comfortable working irregular hours, including evenings and weekends, during the competitive season.

How to Apply

To apply for the Office Manager position, please submit your resume and a cover letter to Darrick Thomas, dthomas@westfielddaquatics.org by September 19th.