Document	Job Coordinator NPDSC Job Description	
Version	Draft 3.0	
Date	June 25, 2008	

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Job Name	JOB COORDINATOR
Summary	Provide
	1. workers to work the meet
	2. sign in workers on the day of the meet (at each "division" of the session)
	3. provide replacement workers if workers do not show up
	4. provide timely estimates of the number of swimmers from your team (by age for City) entering the meet.
Pre-Meet	attend coordinators meeting in mid to late June
110 111001	find out what jobs you need to fill (NPDSC assigns these to your team)
	take the attached Job Signup Sheet and approach people on your team to fill the jobs
	fill out the sheet completely and email back to the NPDSC representative designated
	in Championship Meet Packet
	at specified times (to be specified at Coordinator meeting in June), email in estimate
	of the number of swimmers from your team (by age fro City) being entered into the
	meet. This number is used to calculate job totals for your team. It must be accurate.
	The final date to send it in is one week before the beginning of the meet. The
	FIRST day it will be required is half way through the dual meet season.
During Meet	1. sign in workers on the day of the meet (at each "division" of the session)
	2. provide replacement workers if workers do not show up
	3. hand out badges to workers. Badges will be provided by NPDSC with person's name,
	session, club and job.
Post-Meet	no jobs post-meet
Supplies	☐ Signup Sheet
Notes	the "Classic Coordinator" and "City Coordinator" jobs are replaced with this job: Job
	Coordinator. The job is the same description for each meet. While not necessary, it is
	possible that the same person can serve as Classic and City job coordinator.

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## Job Signup Sheet – Classic Coordinator

NPDSC Member Club Name	
Classic Coordinator Name	
Phone Number	
Email	
Address	

Session	Date	Events
A	Saturday, July 19, 2008 (circle one) AM PM	Events 1 – 28
В	Saturday, July 19, 2008 (circle one) AM PM	Events 29 - 62

Job	Name	Phone Number	Session (circle one or more)
			A B
			A B
			A B
			A B
			A B
			A B
			A B
			A B
			A B
			A B
			АВ
			A B
			A B
			A B
			A B
			АВ
			АВ
			A B
			A B
			A B
			АВ
			A B
			A B
			A B
			A B

## **Totals:**

Session	Total
A	
В	

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## Job Signup Sheet – City Coordinator

NPDSC Member Club Name	
City Coordinator Name	
Phone Number	
Email	
Address	

Session	Date	Events
1	Friday, July 25, 2008, PM	Events 1-16
2	Saturday, July 26, 2008, AM	Events 17-28
3	Saturday, July 26, 2008, AM	Events 29-44
4	Saturday, July 26, 2008, PM	Events 45-56
5	Saturday, July 26, 2008, PM	Events 56-72

Job	Name	Phone Number	Session (circle one or more)
			1 2 3 4 5
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			1 2 3 4 5
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## **Totals:**

Session	Total
1	
2	
3	
4	
5	

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