

Document	Job Coordinator -- NPDC Job Description
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Job Name	JOB COORDINATOR
Summary	Provide <ol style="list-style-type: none"> 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	<input type="checkbox"/> attend coordinators meeting in mid to late June <input type="checkbox"/> find out what jobs you need to fill (NPDC assigns these to your team) <input type="checkbox"/> take the attached Job Signup Sheet and approach people on your team to fill the jobs <input type="checkbox"/> fill out the sheet completely and email back to the NPDC representative designated in Championship Meet Packet <input type="checkbox"/> 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	<ol style="list-style-type: none"> 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 NPDC with person's name, session, club and job.
Post-Meet	<input type="checkbox"/> no jobs post-meet
Supplies	<input type="checkbox"/> 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.

