

Job Posting: Part-Time Assistant LSC Registrar

Position Overview:

Potomac Valley Swimming (PVS) is seeking a dedicated and organized individual to join our team as a Part-Time Assistant Registrar. This role will provide support in registration-related tasks, contributing to the smooth operations of our organization. It is a non-benefit position and at will of the LSC.

Assistant Registrar Responsibilities:

- Work with PVS swim clubs and members to facilitate USA Swimming registration, member transfers, and answer registration-related questions
- Update swim coach membership records to reflect completed safety, CPR, and concussion protocol training certifications as needed
- Help with SWIMS 3.0 by doing meet reconciliation and uploading of coach certifications
- Assist with various other registration tasks based on LSC Manager needs
- Provide a monthly log of work hours and duties performed

Qualifications:

- Strong organizational and time management skills
- Excellent communication and interpersonal abilities
- Proficiency in Microsoft Office suite and familiarity with database management
- Attention to detail and accuracy
- Ability to work independently and as part of a team
- Willingness to learn and adapt to new software and systems

Training:

Training will be provided by the LSC Manager/Registrar, with input from the PVS Personnel Committee. Initially, tasks may need to be performed in person or via Zoom, depending on the level of experience with systems (Swims 3.0 and Hytek).

Schedule and Compensation:

- Expected 5-10 hours per week, not to exceed 40 hours per month
- Some months like August/September and December/January may be busier than others
- Competitive hourly rate commensurate with experience

Application Process:

If you are interested in this exciting opportunity or have any follow-up questions, please contact Trish Buswell at Admin@pvswim.org. Resumes and letters of interest should be submitted to Trish Buswell at the same email address. This job posting is open until Friday, June 28, with an anticipated start date in August. Potomac Valley Swimming is an equal opportunity employer committed to fostering a diverse and inclusive work environment.

