

Swim Team Administrator

Position Summary

Job Type: Part Time | 15-20 hours per week

Compensation | \$20-25/hour

The Swim Team Administrator is a part-time role responsible for supporting the day-to-day operations of the Alameda Gators swim team. This position ensures efficient communication, organized logistics, and accurate recordkeeping for coaches, athletes, families, and the parent board.

The Administrator serves as a central point of coordination between the Head Coach, team members, parents, and board, helping maintain a well-run and positive team environment.

Key Responsibilities

Administrative Coordination

- Respond to family inquiries regarding billing and account status in a timely, professional manner
- Support annual registration, fundraising activities, and budget planning efforts
- Maintain accurate team rosters, registration records, and swimmer eligibility throughout onboarding and group transitions
- Support new swimmer onboarding, including registration, waivers, billing setup, and distribution of required documentation (team handbook, volunteer and fundraising requirements, leave policies, etc.)
- Monitor USA Swimming memberships and proactively notify families of renewal requirements
- Manage swimmer offboarding, including final billing for unmet volunteer or fundraising obligations and updating records in Captyn
- Maintain and update team programming in Captyn, including practice schedules, locations, and changes
- Support membership lead with managing member accounts, including registration fees, monthly dues, annual renewals and agreements
- Support membership lead with processing refunds, credits, and adjustments as needed, in compliance with team financial policies
- Coordinate with the Treasurer and Membership Director to reconcile accounts and maintain accurate financial records
- Maintain billing documentation and ensure compliance with team policies and procedures

Meet & Event Support

- Set up volunteer and meet events in Captyn, ensuring details are accurate and timely
- Partner with Board Volunteer Coordinators to manage volunteer assignments in Captyn
- Verify and record completion of parent volunteer hours in Captyn following meet or event
- Prepare year-end report and coordinate billing for any unmet volunteer requirements

Communication

- Serve as a primary point of contact for families
- Facilitate clear communication between coaching staff, board members, and families
- Manage team-wide communications, including email updates and announcements

Qualifications

- Strong organizational and communication skills
- High attention to detail with the ability to manage multiple deadlines
- Proficiency with Google Workspace, spreadsheets, and team management platforms (e.g., Captyn)
- Experience in youth sports, nonprofit administration, or similar coordination roles preferred
- Positive, collaborative, and team-oriented mindset

Time Commitment

- Year-round position averaging **15–25 hours per week**, with seasonal fluctuations
- Increased hours during registration periods, swim season start/end, and major events
- Attendance at key team events and occasional board meetings as needed

Contact vicepresident@alamedagators.org for inquiries