

Job Description: Zone Diversity Select Camp Director

USA Swimming's Zone Diversity Select Camps are held every year. The Western and Central Zone Diversity Camps will be held in even years, and the Eastern and Southern Zone Diversity Camps in odd years. LSCs bid for the opportunity to host the camp. In conjunction with these camps, the Regional Diversity Summits are held. The Zone Select Diversity Camp Director, in planning the camp, will assist USA Swimming staff with certain aspects of the Summit, such as: securing meeting space, room and board, transportation, etc. Summit participants are separate from the wet-side of the camp and do not act as coaches or volunteer chaperones once the athletes arrive at camp.

Job Structure

- Position is held by a designated person of the LSC when the camp is awarded. The Camp Director will utilize the USA Swimming Zone Diversity Camp Manual (provided by USA Swimming D&I Staff) throughout the planning and camp execution process.
- Work collaboratively with designated USA Swimming's Diversity and Inclusion staff member in accordance with the USA Swimming Diversity Camp Progression philosophy and structure
- Position terms: From submitting the application to host the camp, through completion of all camp operations post-camp report submissions. All camp procedures must be completed no later than 90 days post camp.
- This position is a separate position than the Zone Diversity Coordinator and is held by a different individual.

Job Qualifications

- Camp hosting experience preferred
- Detailed oriented
- Ability to multi-task and manage others
- Strong communication and collaboration skills
- Flexibility and effective problem-solving skills

Key Duties and Responsibilities:

- Plan and execute all aspects of the Zone Diversity Select camp as outlined in the Zone Diversity Select Camp and Regional Summit Manual
- With guidance from USA Swimming Diversity & Inclusion designated staff person, be the direct contact with the facility to secure pool time, housing, meals, meeting rooms, AV, wireless internet and transportation for camp athletes, coaching staff, and summit attendees.
- Develop the athlete schedule in collaboration with designated USA Swimming Diversity and Inclusion staff
- Send information about the camp to all LSCs in the Zone, as well as the Zone Directors, Zone Diversity Coordinator, and National D&I Committee
- Oversee and manage the camp budget
- Work with the Zone Select Diversity Camp staff manager to help plan and execute all aspects of the camp.
- Designate an individual (someone else attending the camp) to be responsible for:
 - Providing a daily recap to be sent out to the camp, home coaches and parents

- Social media posts and promoting the designated hashtag throughout the camp
 - Creating a photo bank
 - In conjunction with the Zone Select Diversity Camp Director, coordinate an official camp photo
- Provide a camp and summit recap upon conclusion of the event. This could be delegated out, worked on in collaboration with others or in any way the Zone Select Diversity Camp Director sees fit.

*Athlete selection is the responsibility of each individual LSC, under the guidelines (see camp manual) of each Zone and USA Swimming. Each LSCs process is different. Please contact the individual LSC for more information or the Zone Diversity Coordinator.