



FOR YOUTH DEVELOPMENT®
FOR HEALTHY LIVING
FOR SOCIAL RESPONSIBILITY

OPPORTUNITY AWAITS

TIMING SYSTEM COORDINATOR STURGEON BAY PROGRAM CENTER

**WORK
AT THE Y!**

Responsible and accountable for coordination of the timing systems used for DCY Swim and Door County United (local high school) home swim meets. Work includes pre-meet and day of meet responsibilities; averaging 8-10 hours/meet. Attendance at meets is necessary. Typically 8-12 meets are planned annually. Requires a high degree of computer expertise and interface. Must be eager and capable of learning and maintaining software programs with limited direction.

Candidates must be at least 18 years of age. Requires the ability to direct and/or interact with staff, volunteers, swimmers, parents and coaches with a high degree of professionalism and accuracy. Successful candidate with work well under pressure while remaining calm, flexible, proactive, resourceful and efficient. Requires strong decision making ability and close attention to detail.

Starting Wage:

- Paid \$175-\$275 stipend per scheduled meet

Hours:

- Part-time



“The main reason I love working at the Y is the community; the Y has become my 2nd home. The relationships I have developed with my co-workers and members are so rewarding. I am proud to be a Y personal trainer. There is no greater job satisfaction than knowing that the work you do is making a difference in someone’s life.”

Applications being accepted. APPLY TODAY!

Please visit doorcountyyymca.org for a full job description, and a list of other opportunities or to download an application.

WHY THE Y

CAUSE DRIVEN

Work with passionate people and help make our community a better place!

One of the most respected non-profits in the world.

125 countries served
OVER 10,000 neighborhoods strengthened

FREE
Y Membership
and program discounts

IMPROVE QUALITY OF LIFE

Create stronger friendships, a greater self-esteem and a sense of belonging by helping others.

IT'S FUN!

There is something new and exciting happening every day at the Y!

DOOR COUNTY YMCA | www.doorcountyyymca.org

Northern Door Program Center
3866 Gibraltar Road, Fish Creek, WI 54212
920-868-3660

Sturgeon Bay Program Center
1900 Michigan Street, Sturgeon Bay, WI 54235
920-743-4949



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DOOR COUNTY YMCA

Job Title: **Timing System Coordinator**

Job Code: SBSWC

FLSA Status: Part Time/Hourly

Job Grade: Grade G

Reports to: Competitive Swim Director

Revision Date: 7/11/22

Leadership Level: Team Leader

Department: Aquatics

POSITION SUMMARY:

The Timing System Coordinator is responsible for coordinator of the timing console for swim meets held at the Door County YMCA. The timing console is the control unit of the entire timing system, making this Coordinator position a key component for a successful meet. IST is the timing console currently installed and operating for the Door County YCMA and related partner teams, with Team Manager and Meet Manager as supporting interfaces. The overall goal of this position is to work directly and independently with coaches to prepare the timing systems and related processes for a successful meet, recording and reporting results that can be relied on.

Current teams that would be supported through this position include:

- DCY Swim: competitive age group swim team of Door County YMCA, approximately 150 athletes, typically host 3-4 meets per season, season runs from end of October through mid-March. Meets are typically Fri pm and Saturday (full-day) and larger in nature.
- Door County United Swim Team (Girls): Sturgeon Bay, Southern Door and Sevastopol Schools combined team, rents pool from Door County YMCA, approximately 25 athletes, 3-4 meets per season, season runs from early August to end of October. Meets are typically during the week, running from 5-7pm or so, and are typically duals or tri.
- Door County United Swim Team (Boys): Sturgeon Bay, Southern Door and Sevastopol Schools combined team, rents pool from Door County YMCA, approximately 25 athletes, 3-4 meets per season, season runs from early November to early February. Meets are typically during the week, running from 5-7pm or so, and are typically duals or tri.

OUR CULTURE:

Our mission and core values are brought to life by our culture. In the Y, we strive to live our cause of strengthening communities with purpose and intentionality every day. **We are welcoming:** we are open to all. We are a place where you can belong and become. **We are genuine:** we value you and embrace your individuality. **We are hopeful:** we believe in you and your potential to become a catalyst in the world. **We are nurturing:** we support you in your journey to develop your full potential. **We are determined:** above all else, we are on a relentless quest to make our community stronger beginning with you.

ESSENTIAL FUNCTIONS:

1. Manage the timing system/console.
 - a. The complete timing system includes the starter (strobe/buzzer), the scoreboard, the touchpads, plungers that the lane timers have in hand for the finish, and the cables that connect all of these parts. The console collects race times automatically from touch pads and semi-automatically from plungers. The operator uploads team rosters along with entries by swimmer into Meet Manager ahead of race day. Each meet will require entries prior to the day of the event, along with coordination time for psych sheets, etc. Prior to the day of the meet, operator connects timing console with Meet Manager to upload team and entry information. These systems are then used to record and store race times after each race, resets the system for each subsequent race, and ensures the scoreboard display is correct. Additional diligence is needed to verify which lanes are occupied, that all splits/finishes

DOOR COUNTY YMCA www.doorcountyyymca.org

STURGEON BAY PROGRAM CENTER 1900 Michigan Street, Sturgeon Bay, WI 54235 P 920 743 4949 F 920 743 8812

NORTHERN DOOR PROGRAM CENTER 3866 Gibraltar Road, Fish Creek, WI 54212 P 920 868 3660 F 920 868 9970

register, and that the scoreboard is functioning. Additional duties include extensive reporting and printing responsibilities before, during and after a meet.

2. Coordinate with and give direction to system support operators, starter, and announcer during home meets; support personnel may be of paid or volunteer status.
3. Works closely with multiple DCY staff including supervisor (Competitive Swim Director), Aquatics Director, Building Services Director, and IT Coordinator. Additional support may come from the Welcome Center Staff and Member Services Director for office supply needs and equipment use and IT provider, Quantum PC.
4. Keep computer operating systems up-to-date. Secure and protect laptops used for timing systems.
5. Develop positive relationships with swimmers, coaches, parents, supervisor, and YMCA staff
6. Maintain good communication skills, especially during stressful situations.
7. Create and support a team environment that works together to accomplish a similar goal.
8. Work independently to have systems and data ready for scheduled meets. Identify missing data and work to attain this information on a timely basis.
9. Communicate substitutions, schedule conflicts, vacations and significant events to the Head Coach and follow absence procedures. Assist in communications with parents/swimmers regarding meet preparations, entries, and/or results.
10. Provide a positive experience for all participants. Set an example of good sportsmanship. Promote a team atmosphere and team spirit.

LEADERSHIP COMPETENCIES:

1. Inclusion
2. Communication & Influence
3. Emotional Maturity

QUALIFICATIONS:

1. Minimum age of 18.
2. High level of IT and database management experience; ability to self-learn and maintain multiple computer systems that produce accurate data
3. Great ability to stay calm under pressure; fine attention to detail
4. Complete New Employee Orientation within 30 days of your hire date.
5. Obtain a current CPR/AED for Professional Rescuers with First Aid Certificate.
 - a. This certificate is valid for two years and it is your responsibility to keep it up to date.
6. Complete Child Abuse Prevention Training within 30 days of your hire date.
 - a. This training is required annually throughout your employment.

WORK ENVIRONMENT AND PHYSICAL DEMANDS:

1. The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.
2. Ability to lift up to 50 lbs.
3. Comfortable in water.
4. Ability to work in hot/humid conditions.

SIGNATURE:

I have reviewed and understand this job description.

Employee's name

Employee's signature

Today's date: