



RECRUITMENT:

## HAST Administrative Assistant

**Job Title:** HAST Administrative Assistant—Part-Time

**Department:** Community Services—Fitness Center

**Reports To:** Head Swim Coach, Aquatics Manager

**Pay:** Starting at \$17.00- \$22.00; DOE

**Location:** On-site, 454 N. Center St. American Fork, UT 84003

**Schedule:** Varies; Assigned by Head Swim Coach / 23-26 hours a week range

### Position Summary

The HAST Administrative Assistant coordinates the day-to-day administration & operations of the Hilltop Aquatics Swim Team (HAST), under the direction of the Head Coach. This includes, but not limited too both the year-round competitive club program and the summer recreation swim team.

This position serves approximately 500 swimmers, the Head Coach and coaching staff annually.

### Program Administration & Coordination

- Assist the Head Coach at their request, in organizing, implementing, and managing all swim team programs throughout the year for both the HAST Club and HAST Summer League Recreation programs.
- Prepares and submits the annual HAST fiscal year budget to the Aquatics Manager & Fitness Superintendent; prepare all purchase orders, P-Card receipts, and quarterly financial reports for city approval.
- Coordinates swim team tryouts, place swimmers in appropriate groups, and coordinate registration through Team Unify for both programs under the direction of the Head Swim Coach & Aquatics Manager.
- Prepare and present parent orientation meetings twice annually, covering team operations, meet sign-ups, volunteer job assignments, and billing.
- Assist the Head Coach in developing & maintaining a comprehensive team handbook outlining team goals, coaching expectations, swimmer and parent responsibilities, and general team information.
- Coordinate all workout schedules, meet calendars, and team activities with the Head Swim Coach, Aquatics Manager Office Manager and Superintendent.

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## Platform Management & Website

- Manage all functions of the Team Unify or similar software platform including monthly billing, meet entries, job billing, swimmer rosters, meet results, top times, team records, and time standards.
- Assist with updating the team website periodically under the direction of the Head Coach & Aquatics Manager.
- Maintain all swimmer and coach databases in Team Unify and Hy-tek Team Manager; generate reports for attendance, rosters, contact information, and results.
- Process USA Swimming memberships for administrative staff, officials, and coaches; implement and maintain Safe Sport protocols and submit required reports to USA Swimming. (*Maintain USA swimming Team Recognition Status*)

## Meet Operations

- Serve as USA Swimming *Certified Administrative Official* and *Meet Director* for all home meets (~18 meets per year), including the 4-day Red, White & Blue Open Invitational drawing 10+ teams and 500–600 swimmers.
- Manage all front- and back-end meet preparation: sanctioning, event lists, entry file setup, official coordination (minimum 10 per sanctioned meet), awards ordering, fee uploads, entry imports, and final results reporting to Utah Swimming.
- Send timely meet communications to participants, coaches, and volunteers including meet information packets, job sign-up reminders, and entry deadlines; manage volunteer no-show fee billing.
- Submit final meet financial reports to Utah Swimming & AFFC management staff at the conclusion of each sanctioned event.
- Prepare and submit all away meet entries throughout the year, including six State Championship meet entries (Senior, Age Group, and Beehive).
- With Approval from Head Coach and Aquatic Manager, assist Utah Swimming Championship meets as Meet Coordinator & support other Utah swim clubs in running sanctioned meets.

## Summer League & Booster Club

- Organize & summer League Recreation meets, coordinating entries, payments, and awards with invited away teams under the direction and vision of the Head Swim Coach & Aquatics Manager.
- Under the direction of the Head coach, communicate and coordinate with HAST Booster Club on fundraising, banquets, newsletters, record board updates, business donations, team pictures, and financial reporting.
- Order and maintain Pro-Shop inventory including pool equipment and team merchandise.

## Qualifications

- USA Swimming Certified Administrative Official and Meet Director (certification must be renewed every two years).
- Must be able to obtain within 3-6 months of hire date, if not certified.
- Proficient knowledge of Team Unify platform and Hy-tek Meet Manager or similar software preferred.
- Knowledge of OMEGA timing system and scoreboard operations preferred.
- Strong organizational, communication, and budgetary skills; ability to manage multiple concurrent priorities.
- Experience in aquatics program administration or a related field preferred.

## Hiring Process

- Candidate's are encouraged to apply as soon as possible.
- The first review of applications will be held on **Thursday: March 5, 2026**.
- Interview dates are anticipated to be held on March 16 & 17, 2026.
- Position is open until filled.
- For questions regarding this position please contact Kerry Neilson, HR manager, at 801-763-3000 x5621