

## Job Descriptions for Parent Liaisons and SGC (Senior Group Committee)

### 2025-2026 Season

#### Parent Liaison (PL)

*Parent Volunteers for 14 & Under swim groups in the Challenge and Elite tracks*

Parent Liaisons are parent volunteers who support communication between coaches and families. PLs organize monthly activities for their group to foster team spirit and teamwork. PLs assist the TITANS Leadership Council (TLC), under direction of the Spirit Committee, with team-wide events.

**Commitment:** One season (Short Course or Long Course)

**Team Needs:** 1–2 liaisons *per group, per season*

#### Key Responsibilities

##### Communication

- Meet with coach(es) early in the season to establish a working relationship.
- Share updates with families about schedule changes, venue updates, or other news.
- If no communication system exists, set up a group channel (e.g., GroupMe).
- Encourage families to provide a second contact for social communication.
- Organize coach appreciation (birthday treat/card; end-of-season gift).
- Submit a monthly report to the Spirit Committee (via Google Doc) to ensure dues credit.

## Events & Activities

- Plan one group activity per month (some outside TAC). Activities can be simple (treat after practice) or larger events that build community and encourage good group dynamic.
- Organize one community service project per Short Course season (approved by the Spirit Committee to avoid overlap with team-wide service efforts).  
*Examples: nursing home visit, cards for troops, park cleanup, donation drive.*

## Senior Group Committee (SGC)

*Parent Volunteers for 15 & Over swim groups in the Challenge and Elite tracks*

The SGC is a four-parent committee that supports the Senior groups by improving communication, organizing group events, and celebrating graduating seniors. They assist the TLC Alumni Team Lead and collaborate on senior-specific activities.

**Commitment:** Entire Short Course and Long Course season

## Key Responsibilities

### Communication

- Meet with coach(es) early in the season to establish a working relationship.
- Share important updates with families when coaches communicate primarily to athletes.
- Provide monthly information (e.g., meet dates, practice changes, mental training sessions).
- Organize coach appreciation (birthday treat/card; end-of-season gift).

## Events & Activities

- Work as a committee to plan Senior group social events.
  - Most events are held after practice with food/meals at TAC.
  - Consider dryland schedule for combining groups.
  - Must adhere to annual TLC budget guidelines.
- Support/organize for the team and swimmers who qualify for championship meets.

## Senior Recognition

- Help coordinate all activities celebrating graduating Seniors:
  - Fall Kickoff & Leadership Breakfast
  - College commitments & signings (Fall & Spring)
  - Alumni events (December)
  - Recruiting talk (January)
  - Senior Day (April/May)
- Collect Senior info (photos, bios, future plans) for banquets, programs, and social media.
- Support TLC Senior & Alumni Coordinator in running these events.

## General Expectations for Both Roles

- Participate in team-wide events (Kickoff, Senior Walkout, Signing Days, Champs dinners, etc.).
- Assist with distribution of spirit-wear (shirts, awards, etc.) and other group tasks.
- Represent the team with positivity, inclusion, and support.

## Service Credit

- **Parent Liaisons (PLs):** Service credit obligation fulfilled for each season served.
- **Senior Group Committee (SGC):** Service credit obligation fulfilled for Short Course and Long Course seasons.