ORINDA AQUATICS - 2026-27
SOCIAL & TEAM SUPPORT JOBS

The following is a list of all Social & Team Support Jobs.
Note an asterisk * denotes the job(s) has been filled or the event date has past.

Every family must sign up for ONE Tier A job OR TWO Tier B jobs per year.

Away Meet Volunteer Coord, Jr Group Fall (Tier A) - through the end of January
Must be a Jr. Group parent. Coordinate with Coach Matt to ensure all JR away meet volunteer slots (timers, officials, pop-ups) are filled. Follow-up with families not fulfilling obligation.

****

Away Meet Volunteer Coord, Jr Group Spring (Tier A) - January through August
Must be a Jr. Group parent. Coordinate with Coach Matt to ensure all JR away meet volunteer slots (timers, officials, pop-ups) are filled. Follow-up with families not fulfilling obligation.

****

Away Meet Volunteer Coord, Sr Group Fall (Tier A) - through the end of January
Must be Sr. Group parent. Coordinate with coaches to ensure all Sr Group away meet volunteer slots (timers, officials, pop-ups) are filled and follow-up with families. Liase with Sr, Travel Meet Support to set-up TeamUnify sign-ups and send communications.

****

Away Meet Volunteer Coord, Sr Group Spring (Tier A) - January through August
Must be Sr. Group parent. Coordinate with coaches to ensure all Sr Group away meet volunteer slots (timers, officials, pop-ups) are filled and follow-up with families. Liase with Sr, Travel Meet Support to set-up TeamUnify sign-ups and send communications.

****

Travel Meet Volunteer Coord, Sr Grp Support & Shadow (Tier A) - year long role
Must be a senior group parent with TeamUnify administrator experience. Shadow Travel Support Liaison for season and provide support in preparation for taking the role on in the upcoming season.

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SOCIAL & TEAM SUPPORT JOBS

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****

*** Banquet Chair (Tier A)**
Coordinate all aspects of annual Banquet on 7/20/27, to include venue rental and caterer selection/reservation.

****

Banquet Clean-up Helper (Tier B)
Assist with clean-up after Banquet on 7/20/27.

****

Banquet General Helper (Tier B)
Assist Banquet Chair as directed during event 7/20/27. Could also include tasks before and/or after the event.

****

*** Banquet Team Gift Assistant (Tier A)**
Work with Coach to coordinate team gift order, retrieve and transport items and banquet books to venue, prepare for distribution to swimmers at Banquet.

****

Bowling Event Coordinator (Tier A)
Collaborate with Social Director to select and reserve venue, prepare communications to team. Provide event info to ensure timely sign-ups on TU. 1/9/27

****

Bowling Event Breakfast Coordinator (Tier A)
Collaborate with Social Director to select and reserve venue, prepare communications to team. Provide event info to ensure timely sign-ups on TU. 1/9/27

****

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SOCIAL & TEAM SUPPORT JOBS

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Bowling Event Helper (Tier B)
Work with Bowling Breakfast Coordinator to pick-up and/or set-up snacks and support as needed. 1/9/27

****

***Buddy Breakfast Coordinator -- Fall (Tier A)**
Coordinate all aspects of a team breakfast for all swimmers on deck, after practice 9/19/26. Communicate with job helpers.

****

***Buddy Breakfast Cook/Two Day Helper -- Fall (Tier A)**
Work with Buddy Breakfast Coordinator to cook and prep food the day prior to the event, then assist, set-up, clean-up, and serve breakfast the day of the actual even. Arrive on deck on 9/19/26 at 9:15 and plan to stay until 11:45 am.

****

***Buddy Breakfast Day of Event Helper -- Fall (Tier B)**
Work with Buddy Breakfast Coordinator to assist, set-up, clean-up, and serve breakfast the day of the actual even. Arrive on deck on 9/19/26 at 9:15 and plan to stay until 11:45 am.

****

Buddy Lunch Coordinator -- Spring (Tier A)
Coordinate all aspects of a team lunch for all swimmers on-deck, after practice or block party 3/27/27. Communicate with job helpers.

****

Buddy Lunch Helper -- Spring (Tier B)
Work with Buddy Breakfast Coordinator to provide food/supplies, set-up, clean-up, support activities. 3/27/27.

ORINDA AQUATICS - 2026-27
SOCIAL & TEAM SUPPORT JOBS

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****

Fall Jamboree, Computer Operator (Tier A)
Sitting on-deck, operate Meet Manager computer system throughout meet.

****

Fall Jamboree, Computer Operator Shadow (Tier A)
Work alongside Meet Manager Computer Operator this year in preparation for taking Operator responsibilities the following season.

****

*** Harbor House Day Coordinator (Tier A)**
Work to coordinate philanthropic event in July. Recruit OA swimmers as counselors, reserve pool; secure donations of pizza, water, and snacks; organize crafts and event activities. 7/9/27

****

Jr Group, Holiday Party Coordinator (Tier A)
Plan and coordinate a holiday celebration at Soda in December for Junior group swimmers. Event includes food, beverages, and gift exchange after a Saturday am practice. 12/19/26

****

Jr Group, Holiday Party Helper (Tier B)
Help setup/serve/support a holiday celebration at Soda 12/19 for Junior group swimmers. Take candid photos during the event, time-permitting.

****

Jr Group, Neptune Meet Support (Tier A)
In coordination with Social Director, communicate hotel information to Jr parents, coordinate team dinner on 2/20/27, for Neptune meet in Santa Rosa.

ORINDA AQUATICS - 2026-27
SOCIAL & TEAM SUPPORT JOBS

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****

*** Jr Group, Team-building Coordinator (Tier A)**
Plan and coordinate all aspects of the annual Junior Group Team-building event at Campolindo HS on 9/19/26. Responsible for determining group activities and providing snacks. Submit receipts to Social Director.

****

*** Jr Group, Team-building Helper (Tier B)**
Assist Lead with all aspects of Team-Building on the day of the event 19/19/26.

****

***Meet Director (Tier A)**
Minimum one-year commitment. Fulfills all OA job obligations. Coordinate and oversee all aspects of OA-hosted meets, including significant pre-meet planning/preparation and post-meet wrap-up.

****

*** Meet Director, Assistant (Tier A)**
Minimum one year commitment. Fulfills all OA job obligations. Work alongside, provide assistance to Meet Director.

****

*** Meet Hospitality Chair (Tier A)**
Minimum one-year commitment. Fulfills all OA job obligations. Works with Meet Director to coordinate Hospitality offerings for all OA-hosted meets. Estimates food requirements, prepares food donation and shopper lists, places advance orders.

****

*** Meet Jobs Coordinator (Tier A)**
Minimum one-year commitment. Fulfills all OA job obligations. For each OA-hosted

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SOCIAL & TEAM SUPPORT JOBS

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meet, set-up jobs sign-up form in TeamUnify. Work with Meet Directors to ensure all critical jobs are filled. Assist families with signing-up.

****

Meet OA Official (Tier A)
Minimum one-year commitment. Must complete or pursue required training/certification. Works both OA-hosted and away meets as assigned. Fulfills all job obligations as determined by the OA Official Job Coordinator.

****

*** Meet OA Officials Coordinator (Tier A)**
Fulfills all OA job obligations. Coordinate OA's Officials team and work with Meet Job Coordinator to ensure OA's Officials' obligations are fulfilled. Provide guidance to prospective Officials, support through on-boarding process.

****

*** Meet Snack Shack Chair (Tier A)**
Minimum one-year commitment. Fulfills all OA job obligations. Work with Meet Director to coordinate Snack Shack offerings for all OA-hosted meets. Estimate food requirements, prepare food donation and shopper lists.

****

***Memory Book Producer (Tier A)**
Design/format annual book, incorporating content from Coaches and graduating seniors. Coordinate hardcopy production, distribution. Prepare file for posting on OA website.

****

***New Families Liaison - Jr Group (Tier A)**
One year commitment. Welcome new Jr families and support their transition to OA/

ORINDA AQUATICS - 2026-27
SOCIAL & TEAM SUPPORT JOBS

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Every family must sign up for ONE Tier A job OR TWO Tier B jobs per year.

year-round swimming. Serve as point-of-contact for questions. Send periodic emails/ texts with helpful info. Coordinate with Social Director on communication and process. Must be a returning, knowledgeable Junior parent willing to respond to questions in the WhatsApp group promptly.

****

New Families Liaison – Sr Group (Tier A)
One year commitment. Welcome new Sr families and support their transition to OA/ year-round swimming. Serve as point-of-contact for questions. Send periodic emails/ texts with helpful info. Coordinate with Social Director on communication and process. Must be a returning, knowledgeable Senior parent willing to respond to questions in the WhatsApp group promptly.

****

***New Member Try-outs Support (Tier B)**
Support try-outs day(s) administrative tasks on-deck. [Event already completed]

****

***Parent Social Coordinator-Host (Tier A)**
Open your home/yard to ~100 adults. Work with Helpers to plan and purchase food, beverages, decorations. Submit receipts for reimbursement. 9/20/26

****

Parent Social Helper (Tier B)
Assist Parent Social Host with as needed, including set up and clean up the day of the event. 9/20/26

****

ORINDA AQUATICS - 2026-27
SOCIAL & TEAM SUPPORT JOBS

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Every family must sign up for ONE Tier A job OR TWO Tier B jobs per year.

***Photography Coordinator (Tier A)**
For each host meet, coordinate photographers and uploading of images to SmugMug. Work with senior group swimmer and oversee production of slide show for Banquet.

****

***Publicity & Marketing Lead (Tier A)**
Develop a marketing strategy whereby articles about OA appear in the local newspapers periodically. Write articles as suggested by coaches and submit with photos to Lamorinda Weekly and other local newspapers.

****

***Rafting Trip Coordinator (Tier A)**
Select and reserve space with rafting company and bus company; coordinate coolers and lunches; coordinate with breakfast coordinator and waiver coordinator; enjoy rafting trip while providing oversight. Personal rafting costs will be covered. 6/28/27

****

Rafting Trip Event Chaperone (Tier A)
Ride on bus with participants, provide oversight and enforce safety on the bus and on rafts. Must be a very capable swimmer, physically able to row, have experience with rivers, *and must be comfortable with independently managing swimmer behavior and enforcing rules/safety protocols.* Personal rafting cost will be covered. 6/28/27

****

Rafting Trip Breakfast Coordinator (Tier A)
Purchase snacks, drinks, ice. Set-up and distribute to participants at Campo before am bus departure for rafting trip. 6/28/27

****

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SOCIAL & TEAM SUPPORT JOBS

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Rafting Trip Waiver Coordinator (Tier A)
Ensure all participant waivers are completed and collected on time. Coordinate with Rafting Trip Coordinator. 6/28/27

****

Rafting Trip Breakfast Helper (Tier B)
Assist rafting coordinators with breakfast set-up and distribute to participants at Campo before am bus departure for. 6/28/27

****

Restaurant Nights Fundraiser Coordinator (Tier A)
Work with local restaurants to arrange for fundraiser nights (min 2/year) and prepare email announcement to team. Dates TBD.

****

***Safe Sport Coordinator (Tier A)**
Ensure team and swimmer compliance to all USA-S Safe Sport initiatives, contact swimmers needing certification at age 18.

****

See's Candies Fundraiser Coordinator (Tier A)
Manage See's Candies fundraising effort. Coordinate electronic distribution of sales materials to swimmers, monitor sales data, interface with contact at See's, as needed.

****

***** Social Director (Tier A)**
Fulfills all OA job obligations. Work with Coach in July/August to develop the calendar for all social events for the next swim year. Oversee, advise, and support Event Leads/ Coordinators, as needed, throughout the year.

****

ORINDA AQUATICS - 2026-27
SOCIAL & TEAM SUPPORT JOBS

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*** Social & Team Support Jobs Coordinator (Tier A)**
Fulfills all OA job obligations. Work with Social Chair, Coaches, Board to edit list of jobs, sign-up form (TU) for the new season. Work with families throughout the year to ensure annual obligation is met.

****

*** Social Media Coordinator (Tier A)**
Gather/prepare content for frequent postings on OA's Facebook and Instagram accounts.

****

*** Spirit-wear Coordinator (Tier A)**
Minimum one-year commitment. Work with vendor to select proposed items to offer through online store, min 2x/year. Secure approval of selections from OA Board.

****

Spirit Wear Distributor, Fall/Winter (Tier B)
In the Fall, retrieve deliveries from Coordinator, transport to Soda, and distribute orders to families on the pool deck. Date TBD.

****

Spirit Wear Distributor, Spring/Summer (Tier B)
In the Spring, retrieve deliveries from Coordinator, transport to Soda, and distribute orders to families on the pool deck. Date TBD.

****

*** Sr Group, Clovis Meet Meals Support (Tier A)**
In coordination with coaches, plan logistics for all swimmer meals (lunch/dinner) prior to meet. Travel to Clovis and execute meal plan logistics. Work with Away Meet Volunteer

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SOCIAL & TEAM SUPPORT JOBS

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Coord, Sr. Group to send communications to team.

****

*** Sr Group, Clovis Meet Meals Support & Shadow (Tier A)**

Must be senior parent. Shadow and support Sr. Group, Clovis Meet Meals Support team to fill the role in the upcoming season. *Expectation to take over the role in following season).

****

*** Sr Group, Holiday Party Coordinator-Host (Tier A)**

Open your home to host the Senior Group holiday party on 12/19/26 -- food, beverages, gift exchange -- for up to 80 senior swimmers and Coaches. Plan with Holiday Party Helpers. Submit receipts to Social Director for reimbursement.

****

Sr Group, Holiday Party Helper (Tier B)

Help set-up, serve, and clean-up after a holiday party on 12/19/26. Take candid photos, time-permitting.

****

Sr Group, Theme Week Day 1 Coordinator (Tier A)

Collaborate with Social Director to plan food for Monday 6/21/27 of Theme Week. Submit receipts to Social Director for reimbursement. Must be available to coordinate breakfast and dinner time slots.

****

Sr Group, Theme Week Day 1 - AM Helper (Tier B)

Assist Theme Week Coordinator to provide food and help set up plus clean up on Monday morning, 6/21/27.

****

ORINDA AQUATICS - 2026-27
SOCIAL & TEAM SUPPORT JOBS

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Every family must sign up for ONE Tier A job OR TWO Tier B jobs per year.

Sr Group, Theme Week Day 1 - PM Helper (Tier B)
Assist Theme Week Coordinator to provide food and help set up plus clean up on Monday evening, 6/21/27.

****

Sr Group, Theme Week Day 2 Coordinator (Tier A)
Collaborate with Social Director to plan food for Tuesday 6/22/27 of Theme Week. Submit receipts to Social Director for reimbursement. Must be available to coordinate breakfast and dinner time slots.

****

Sr Group, Theme Week Day 2 - AM Helper (Tier B)
Assist Theme Week Coordinator to provide food and help set up plus clean up on Tuesday morning, 6/22/27.

****

Sr Group, Theme Week Day 2 - PM Helper (Tier B)
Assist Theme Week Coordinator to provide food and help set up plus clean up on Tuesday evening, 6/22/27.

****

Sr Group, Theme Week Day 3 Coordinator (Tier A)
Collaborate with Social Director to plan food for Wednesday morning 6/23/27 of Theme Week. Submit receipts to Social Director for reimbursement. Must be available to coordinate breakfast time slot.

****

Sr. Group, Theme Week Day 3 - AM Helper (Tier B)
Assist Theme Week Coordinator to provide food and help set up plus clean up on Wednesday morning, 6/23/27.

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SOCIAL & TEAM SUPPORT JOBS

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****

Sr Group, Theme Week Day 4 Coordinator (Tier A)
Collaborate with Social Director to plan food for Thursday 6/24/27 of Theme Week. Submit receipts to Social Director for reimbursement. Must be available to coordinate breakfast and dinner time slots.

****

Sr. Group, Theme Week Day 4 - AM Helper (Tier B)
Assist Theme Week Coordinator to provide food and help set up plus clean up on Thursday morning, 6/24/27.

****

Sr. Group, Theme Week Day 4 - PM Helper (Tier B)
Assist Theme Week Coordinator to provide food and help set up plus clean up on Thursday evening, 6/24/27.

****

Sr Group, Theme Week Day 5 Coordinator (Tier A)
Collaborate with Social Director to plan food for Friday morning 6/25/27 of Theme Week. Submit receipts to Social Director for reimbursement. Must be available to coordinate breakfast time slot.

****

Sr. Group, Theme Week Day 5 - AM Helper (Tier B)
Assist Theme Week Coordinator to provide food and help set up plus clean up on Friday morning, 6/25/27.

****

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***Sr Group, Travel Meet Support (Tier A)**
Assist Coach in arranging for flights, ground transportation, and blocks of rooms at hotel(s) near meet venue for travel meets.

****

*** Starting Blocks Set-up Coordinator (Tier A)**
Coordinate the removal, transporting, and re-installation of the blocks as needed to accommodate meet or practice requirements.

****

*** Team Apparel Fitting, Gear Sales Helper (Tier B)**
Assist Conejo owner with unloading boxes, setting-up tables, fitting suits/apparel, gear sales, on the pool deck. Date 8/30.

****

*** Team Apparel/Gear Distribution Lead (Tier A)**
Coordinate sorting and organizing of bulk orders of team t-shirts/bag/cap. Plan for and oversee on-deck distribution to swimmers after workout on 8/30.

****

*** Team Apparel/Gear Distribution Helper (Tier B)**
Work with Coordinator to distribute all team apparel to Senior and Junior Group swimmers after workout.

****

*** Team Apparel/Lead Coordinator (Tier A)**
Serve as liaison for team included apparel in coordination with coaches and Conejo.

****

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SOCIAL & TEAM SUPPORT JOBS

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Team Picture Day Coordinator (Tier A)

Coordinate with Social Director to schedule photographer (Photo 360) for team pictures on 5/10/27, distribute order forms, provide support to photographer on-deck.

****

***Block Party Liason (Tier A)**

Year long commitment. Communicate directly with coaches to coordinate and run Block Party meets throughout the year as scheduled/requested by coaching staff. Oversee all meet operations: direct helpers, organize lane timers, supervise the admin desk, and ensure the Time Drops system and meets run smoothly.

****

***Block Party Meet Helper (Tier A)**

Assist the Block Party Meet Liaison during Block Party meets held throughout the season. Responsible for on-deck setup, operating Meet Manager and the Time Drops system at the admin desk, and generating final meet files and results.

****