

Hall of Fame Coordinator

Purpose:

To oversee the U.S. Professional Diving Coaches Association (PDCA) Hall of Fame, ensuring the recognition and celebration of individuals who have made significant contributions to the sport of diving.

Responsibilities:

1. Nomination Process:

- Develop and manage the nomination process, including creating and distributing nomination forms.
- Ensure clear and fair criteria for Hall of Fame eligibility and communicate them to members.
- Coordinate with the PDCA board to review and approve nominees.

2. Selection Committee Management:

- Establish and oversee the Hall of Fame selection committee.
- Facilitate committee meetings, ensuring discussions and decisions are objective and aligned with the PDCA's mission.

3. Event Planning:

- Organize and coordinate the Hall of Fame induction ceremony, whether in-person or virtual.
- Manage all event logistics, including venue selection, program development, and coordination with speakers or honorees.
- Collaborate with other PDCA committees or members to ensure the ceremony reflects the values and history of the organization.

4. Recognition and Legacy:

- Ensure inductees receive appropriate recognition, such as awards, plaques, or other memorabilia.
- Maintain and update Hall of Fame records, including digital and physical archives of inductees and their achievements.
- Work with communications teams to highlight inductees on the PDCA website, social media platforms, and newsletters.

5. Fundraising and Sponsorships:

- Identify and secure sponsors or donors to support Hall of Fame activities, including the induction ceremony and commemorative materials.
- Collaborate with the fundraising coordinator to integrate Hall of Fame initiatives into broader PDCA fundraising efforts.

6. Engagement and Outreach:

- Foster relationships with past inductees and their families to encourage continued involvement with the PDCA.
- Promote the Hall of Fame to members and the broader diving community to inspire nominations and engagement.
- Explore opportunities to collaborate with other organizations or institutions to celebrate inductees' legacies.

7. Evaluation and Improvement:

- Regularly assess and update the Hall of Fame program to ensure it remains relevant and impactful.
- Gather feedback from inductees, members, and attendees to improve the nomination, selection, and event processes.

Qualifications:

- Strong organizational and communication skills.
- Experience in event planning and/or project management.
- Passion for diving and its history, with an understanding of the sport's key contributors and milestones.
- Ability to work collaboratively with committees, sponsors, and the broader PDCA membership.
- Fundraising or sponsorship experience is a plus.

Reporting:

The Hall of Fame Coordinator will report directly to the PDCA President and work closely with other board members and committees to ensure the program aligns with the organization's goals.