

## **Other Volunteer Positions:**

### **Website Coordinator;** *(all year long)*

(Makes sure all the information needed for the website is collected and posted in a timely manner.)

### **Sponsor Coordinator;** *(August-December)*

(Communicates with the Region, teams, coaches, and players on sponsor information. Collects sponsor monies and sends out thank you plaques.)

### **Newsletter Coordinator;** *(all year long)*

(Gathers information for the monthly newsletter. Compiles it into a format that can be submitting for printing. In charge of mailing out the newsletters at the postoffice via bulk mail.)

### **Soccerfest Coordinator;** *(August-November)*

(Organizes the activities that will take place at the annual Soccerfest. Get the donations, games, prizes and food needed to run Soccerfest.)

### **School Registrars** *(April – September)*

(one for each school)

**\*\*\*\*We need School Registrars now before our first registration\*\*\*\***

- \*Input registrations for your school
- \*Take late registrations for your school and add to teams that have openings
- \*Help at registrations logging in kids for your school

### **Registration Help;** *(April – August)*

**\*\*\*\*We need Registration help by our first registration\*\*\*\***

- \*Put up signs around town
- \*Help set up tables at registration
- \*Help clean up after registration
- \*Help with our child center at registration
- \*Help recruit more volunteers at registration

### **Assistant Treasurer;** *(April – September)*

(help the treasurer collect money at registrations)

### **Coach Administrator;** *(May-December)*

(attend board meetings; in charge of running the coaches meetings, making sure coaches get trained and found for all the teams, keep the coaches informed during the season.)

### **Referee Administrator;** *(May-December)*

(attend board meetings, in charge of organizing the referees. Schedule them for games and making sure they get the training they need.)

### **Safety Coordinator;** *(August-December)*

(attend board meetings; become knowledgeable about the safety procedures and insurance plan. Be available to coaches, referees and parents to answer questions. Take care of a claim if needed.)

### **Uniform Coordinator;** *(June – December)*

(attend board meetings, order enough uniforms for all the teams, organize the uniforms for distribution at the beginning of the season and collect them at the end of the season)

**Assistant Uniform Coordinator;** *(August – September)*

(help the Uniform Coordinator bag up new uniforms and distribute uniforms at coaches meeting.)

**Team Parent Coordinator;** *(July – November)*

(attend board meetings, make flyers for soccerfest and fundraiser, organize the information that is given to all the team parents at the meeting and run the meeting)

**Assistant Team Parent Coordinator;** *(September – October)*

(help at the team parent meeting checking in teams and handing out info)

**Head Coaches (U5-U19);** *(August – December)*

(attend coaches meetings, get trained at coaches clinics if needed, organize your team and work with coach administrator)

**Assistant Coach;** *(August – December)*

(support and help the head coach, attend coaches meetings and get necessary training)

**U5 Coordinator;** *(August - December)*

(organize and orchestrate the U5 program. Conduct the team parent meeting to explain the program and get your head coaches for running the program.)

**School/Division Team Parents;** *(August – October)*

(help the fundraiser coordinator distribute chocolate and collect money)

**Referee;** *(August – December)*

(free training to get certified as a referee before the season starts. Help referee games during the season)

**Fundraiser Coordinator;** *(September - October )*

(attend board meetings to inform all of the board of the fundraising specifics. Work with the vendor that will be providing the item for fundraising. Organize the fundraising meeting to pass on the information to the fundraising parent from each team. Distribute and collect chocolate and money)

**Picture Day Coordinator;** *(September – October)*

(make the picture day schedule, call food bank for pickup, work with yearbook coordinator for picture distribution)

**Picture Day helpers;** *(October 7<sup>th</sup> and 14<sup>th</sup>)*

- \*Set up (tables, signs and work 2-4 hour shift)
- \*Clean up (work a 2-4 hour shift, clean up tables, signs and food bank food)
- \*Team organization (organize the teams in a neat orderly line as they come in)
- \*Team check in (great the teams as they check in and cross them off the schedule)

**Soccerfest Assistant Coordinator;** *(September - November)*

(help organize Soccerfest with the Soccerfest Coordinator)

**Soccerfest Helpers;** *(November 4<sup>th</sup>)*

- \*Set up (the day of Soccerfest)
- \*Clean up (after Soccerfest)
- \*Cookie/Cake Walk (donate baked goods)

**Assistant Field Crew;** *(September – November)*

(help set up fields and get equipment where it is needed on game days)

**Skills Day Coordinator;** *(November)*

(help plan and orchestrate and execute the skills day for the end of the season)

**Assistant Skills Day helper;** *(November 18<sup>th</sup>)*

(help set up the day of Skills day and run the check in table)

**Travel Team Coordinator;** *(December – April)*

(helps organize the travel teams, distribute and collect uniforms during travel team season)