

COMMITTEE JOB DESCRIPTIONS

Away Game Meals - one volunteer for girls and one for boys (suggest a volunteer for boys JV Orange also)
Time Line: July through the end of the season.

The two volunteers work together to determine the meal vendor and menus. Each volunteer takes orders from the players/coaches and collects fees; works with coaches on delivery times; picks up meals and delivers to bus or arranges for delivery from vendor; manages payment(s) to vendor.

Banquet - one volunteer girls and one for boys
Time Line: September through November

Select location for event; determine meal; coordinate end of year video; create and distribute invitations, collect RSVP's and payments and follow up on RSVPs not received; provide deposit slip and RSVP payments to Treasurer; decorations; program, etc.

Concession Stand Managers – one volunteer for girls and one for boys
Time Frame: July through end of season.

Coordinate volunteers to serve food at each game, coordinate volunteers for nightly specials, order stock, train volunteers, collect food donations.

Fundraisers

Lottery – one volunteer
Time Frame – January through April

Print tickets, assign tickets to players, collect money from ticket sales, track winners, communicate winners to webmaster and coordinate payment to winners with Treasurer.

Miscellaneous Fundraisers – one volunteer
Time Frame – January through September

Determine fundraisers (ie: Panini's night, Chipotle, CiCi's, candy bar sales, yard signs, etc.), coordinate with the business to set up the fundraiser, distribute fliers and/or coordinate communication of event. May enlist the help of volunteers for each fundraiser if you so choose.

Kick for the Cure – one volunteer for girls and one for boys
Time Frame – March through September 29

Coordinate event with Green High School representatives. Recruit volunteers to plan mini fundraisers, baskets, t-shirt sales and to work the day of the event.

Middle School Coordinator – one to two volunteers
Time Frame – All year

Middle school liaison. Coordinate middle school game night, recruit ball boys/girls. Work with local facilities to provide indoor and spring playing opportunities for middle school age players. Arrange field time, put together teams, register teams with the league/facility, arrange coaching (typically the high school coaches are involved),

communicate with middle school players and parents about opportunities, collect fees, arrange for payment to the facilities.

Photos/Videos – One volunteer

Time Frame – All season

Coordinate Hoover High School students in the photography/video production departments to shoot stills and videos for boys and girls games.

Program – one volunteer for ad sales, one for layout

Time Frame – March through first game

Ad Sales – maintain list of current ads and player responsible, create ad sales packets for each player and distribute, collect ads and money from the players and or business, coordinate with the layout volunteer to place all ads.

Program Layout – Create layout for soccer program, select and communicate with printer (Belmont Business Systems in the past), collect senior profiles and pictures, coaches bios, coordinate cover art, collect updates to schedules and history. Have programs available by first home game.

Publicity– one volunteer for girls and one for boys

Time Frame – full season, home and away games.

Write game highlights for website, write school announcements, other items as needed.

Scholarships – One volunteer for girls and one for boys. Not to be a parent of a senior.

Time Frame - October - May

Distribute soccer scholarship applications to senior boys and girls. Communicate with school judges and donors. Review completed applications and meet with school judges to help select recipients. Coordinate presenting scholarships and plaques at Senior Recognition ceremony.

Senior Representatives – one volunteer for girls and one for boys

Time Frame – July through end of season

Submit senior profiles to program volunteer; work with senior players to coordinate warm ups, pre-game music, etc.; coordinate senior game, manage senior gifts and coaches gifts for banquet.

Shoot Out – one volunteer for picnic and one for fundraiser

Time Frame – May through picnic date (typically early August)

Fundraiser – Create donation collection packets for each player; distribute and collect packets; schedule location with the high school and arrange for nets to be available; collect donations for prizes; assign players to teams, track number of goals made by each player and mark on packet, return packets to players to collect donations, ensure that all donations are returned.

Picnic – Reserve Commons and arrange for chairs, tables and janitor; order main dish; distribute invitations to each player and assign side dishes, desserts, etc.; track RSVP's; obtain plates, utensils, cups, beverages, condiments, etc. Set up and tear down.

Spirit Wear – one volunteer

Time Frame – May through August

Select vendor for spirit wear; determine logo and apparel items to offer; distribute fliers with selection information; collect orders and payment; submit orders to vendor; distribute orders; arrange payment to vendor.

Stats – one volunteer for girls and one for boys

Time Frame – All season

Take game stats and maintain season to date record of all games, provide updated copy of such to coaches after each game; provide box scores to local paper.

Website Administrator – one volunteer for girls, one for boys

Time Frame – June through November

Help author new content for the website; update box scores and game reports; update all away directions; keep Google calendar up to date.

Youth Camp – two volunteers

Time Frame – April through camp date (typically mid July)

Schedule field, coaches, port-a-johns, first aid kits and equipment; create flier and distribute to grade schools; collect enrollment forms and fees; design and order t-shirts; coordinate player volunteers with assistance from the high school coaches; sign in campers and over see week of camp.