



## VOLUNTEER POSITIONS

POSITION	DUTIES	APPROX. HOURS	REPORTING TO	STATUS
<b>ADMINISTRATION</b>				
Executive Assistant	Assist the President, VP Youth, VP Senior and Treasurer helping maintain the clubs operations.	12h/week	President	
Webmaster	Maintain the club website, with support from President and Director, Communications. If necessary, re-engineer the website to ensure it is able to be maintained by others.	10h/week	Director Communications President	
Registrar	Registrar is a CRITICAL position with the club	10h/week in September and October	President Registrar	
A/Registrar – Youth	Assist in registering youth. May be temporary position while transition to online registration	10h/week in August - October	President Registrar	
A/Registrar - Seniors	Assist in registering seniors. May be temporary position while transition to online registration	10h/week in August - October	President Registrar	
<b>OPERATIONS</b>				
Field Scheduler	Schedule games each weekend and maintain the field schedule website Work together with the Referee Schedule / Head referee.	10h/week	VP Youth VP Senior Technical Director	
Assistant Field Scheduler	Assistant to and backup for Field Scheduler Schedule games each weekend and maintain the field schedule website Work together with the Referee Schedule / Head referee.	5h/week	VP Youth VP Senior Technical Director	
Field Marshalls	Field Marshalls are present at the park on Saturday morning and assist directing coaches/parents for field set-up. They help ensure field rules are abided by (e.g. ensure fields are not only used by coaches/players, no food/coffee on turf, etc.). They are recognizable on the field and can be approached for any questions/requests.  Recommend: 3 persons every Saturday Recommend 1-2 hours shifts rotating weekly Typical Hours Required: 8:00am – noon	2h/month	President Head Coach	
Head Referee	Schedule games each weekend for referees and maintain payment schedule. Work with VPYouth in organizing training for referees Work together with the Referee Schedule / Head referee.	10h/week	VP Youth	
Youth Division Coordinators	One position for each age group & gender. At the least one for each gender for the following ages: u8-10 and u11-12 and u13-18 <ul style="list-style-type: none"> <li>- Minimum 12 coordinators</li> <li>- Must get before September 15<sup>th</sup> to ensure names are on LISA schedule as alternate contact</li> </ul> The Age Group Coordinator does the following throughout the soccer season: Season Start/End • Contacts returning coaches and recruits new coaches for the season • Coordinates re-registration of previous season players	14h/week at start-up  1h/week thereafter	VP Youth Volunteers	



	<p>and teams usually at the Tryouts • Forms new teams and fills players into existing teams • Handles questions • Informs coaches of meetings and training clinics • Contacts all players who did not re-register for the next season to determine the reason for not returning • Attends Monthly BGSC Executive Meetings</p> <p>August • Monitors the online registration system and begins to form teams • Handles questions from parents • Forms fills new late registered players into existing teams • Contacts returning coaches and recruits new coaches and informs them of the Season Start Coaches Meeting</p> <p>September • Monitors the online registration system and begins to form teams • Handles questions • Distributes information on league schedules and cup schedules • Communicates with coaches and equipment managers • Tries to accommodate late registrations • Schedules training times with technical coaches • Sends Age Group Weekly Update to Coaches, Vice President and Webmaster</p> <p>October to December • Handles questions • Distributes information on league schedules and cup schedules • Informs coaches of meetings and training clinics • Sends Age Group Weekly Update to Coaches, Vice President and Webmaster</p> <p>January to March • Handles questions • Distributes information on league schedules and cup schedules • Informs coaches of meetings and training clinics • Gathers player assessments from coaches leading up to tryouts • Sends Age Group Weekly Update to Coaches, Vice President and Webmaster</p>			
Photo Day	Organizes the youth team photos: contacts photographer, sets dates, send information to President/VP Youth for communications to parents; arranges payment; etc.	1 coordinator  10h/year	VP Youth	
<b>FACILITIES &amp; TEAM EQUIPMENT</b>				
Municipal Liaison	Liaise with Municipality of Saanich and Esquimalt with regards to fields, facilities, rentals, etc. This job would normally fall to the Director of Facilities	2h/month	President Director Facilities & Equipment	
Field & Team Equipment Assistant	Organize monthly volunteers to setup goals and flags each Saturday morning before games (8am Saturday), and make sure flags are put away at the end of day. Make sure volunteer keeps small equipment closet open for games, and locks it at the end of the day. <b>Pre-Season</b> – Receive and setup new field equipment to in August/Sept. <b>Post-Season</b> – Check inventory and order new inventory (procurement process). Assist in budgeting estimates	<b>1 Assistant required</b>  Season Start-up & End – 12h/week  Mid-season – limited need	Director Facilities & Equipment	
Team Equipment & Uniform Assistants	Order & organize equipment for all players at Gorge. Organize pre & post season volunteers for sorting & distribution. <b>Pre-Season</b> – Receive and distribute team equipment to coaches in August/Sept. Receive and distribute team uniforms to parents <b>During-Season</b> – September and October 1-2 volunteers required for being down at Gorge Store from 9-11am to distribute uniforms and take payment. After that requirement is low. <b>Post-Season</b> – Call back any equipment that need to be returned. Check inventory and order new inventory (procurement process). Assist in budgeting estimates	<b>2 Assistants Required</b>  Season Start-up & End – 12h/week  Mid-season – limited need	Director Facilities & Equipment	
Clubhouse Cleaning	Organize monthly volunteers to keep change rooms and washrooms clean. If anything needs fixing or upkeep, report it to the appropriate	1-2 Volunteers / Month	Director Facilities & Equipment &	



	person in the club. Supplies will be purchased by club for volunteer to use.	2h/week	Secretary	
Garbage & Sweeping	Organize monthly volunteers to sweep around the turf and concession area & empty garbage cans, and recycling. Area is to be kept clean at all times. Any supplies needed will need to be approved by the financial director, then bought by club.	1-2 Volunteers / Month 2h/week	Director Facilities & Equipment & Secretary	
Park Cleanup Coordinator	Organize tri-annual work party to clean park. Typically done August/January/May. May require trades at times	15h/year	Director Facilities & Equipment	
<b>TECHNICAL</b>				
TD Admin Assistant	Assist the Technical Director & Head Coach in organizing schedules, training, facilities.	20h/week at start-up 2h/week thereafter	Technical Director & Head Coach	
Youth Awards Coordinator	Assist Awards Committee in organizing the youth awards for youth banquet	10 h/year	Technical Director VP Youth President	
<b>SPECIAL EVENTS</b>				
Boot / Equipment Swap Coordinator	Organize a season start-up boot, equipment & clothing swap & shop	<b>3 Required</b> 10h/year	President	
U7 Tim Bits "More Than Goals" Jamboree	Organize all volunteers for jamboree that takes place at the end of the season on a Saturday from 9-1pm. It is a wrap up event including all U4/5/6/7 players. Must be able to attend event. Budget for food, prizes, etc., needs to be approved by board prior to event.	20hours	Director, Volunteer & Events & VP Youth	
U8-U11 Mini Jamboree Coordinator	Organize all volunteers for jamboree that takes place at the end of the season on a Saturday from 9-1pm. It is a wrap up event including all U8-U11 players. Must be able to attend event. Budget for food, prizes, etc., needs to be approved by board prior to event.	20hours	Director, Volunteer & Events & VP Youth	
Youth Banquet Coordinator	Coordinates volunteers or does the following tasks associated with the Youth Banquet: - Program - Banquet Food - Youth Awards / Engraving - Door Prizes - Guests	20 hours	Director, Volunteer & Events & VP Youth	
Senior Banquet Coordinator	Coordinates volunteers or does the following tasks associated with the Youth Banquet: - Program - Banquet Food - Youth Awards / Engraving - Door Prizes - Guests	20 hours	Director, Volunteer & Events & VP Senior	
<b>COMMUNITY / OUTREACH / PROMOTION</b>				



Alumni Coordinator	Assist in maintaining Alumni registration, communications and setting up events.	4h/month	Director, Volunteers & Events	
Community Events Coordinator	Assist the Director of Volunteers & Events to successfully execute Gorge Events (e.g. Jamborees, Community Events, Awards Banquet, etc.).	Many Helpers Required (4-6) 20h/event	Director, Volunteers & Events	