

Slinger Soccer Club Volunteer Positions

SSC operates completely with volunteers dedicated to putting on a first class program for the youth of our community and surrounding areas. SSC tries to keep costs down by relying on members to volunteer to work. SSC needs members **HELP** to ensure the season(s) run smoothly and successfully. A **MINIMUM** of (4) volunteer hours are required per family, **NOT** player. **Please visit the VolunteerSpot.com website to sign-up for your volunteer hours.** Each SSC member is responsible for signing-up, fulfilling, and recording their volunteer hours.

By choosing one of the **Board, Director, Head/Assistant Coach, Team Manager, Representative or Coordinator** positions below will **EXEMPT** you from signing-up for Volunteers hours on VolunteerSpot.com. Reimbursement checks (\$75) are issued in Spring & Fall seasons...must fulfill your (4) hours to receive check.

Directors, Coordinators, Coaches, Assistant Coaches and Team Managers positions will require more than 4 hours of time.

Volunteer Position Options:

Director of Coaches: Coordinate and help answer coaching concerns. Select coaches and contact those coaches for the fall season. Keep coaches abreast on clinics, training, etc. (1 member needed)

Director of Referees: Coordinate, schedule, and reschedule referees for games. Help answer referee questions/concerns.
(1 member needed)

Assistant to the Director of Referees: Assist the Director of Referees with the above duties under his/her direction. (1 member needed)

Head Coach: Has the ultimate authority over all team decisions. Those who head coached last year will have preference.

Assistant Coach: Assists Head Coach with practices and games. Those who were assistant coaches last year will have preference.

Team Manager: Keep team families well informed with important SSC information. Such as: practice schedules, game schedules, snack schedules, fundraising/apparel order/money collection, tournaments, and other administrative duties the coaches need assistance with. (1 member/team)

Concession Stand Coordinator: Track and order inventory, instruct concession stand volunteers on what needs to be done and oversee Concessions Stand Scheduler. (1 member needed)

Concession Stand Scheduler: Track/Oversee Concession Stand volunteer schedule on VolunteerSpot.com (fall/spring seasons). Create sign-in sheet for volunteers. Place sign-in sheet at the Concessions Stands at Polk Field. Report concessions stand volunteer hours to SSC Volunteer Coordinator at the end of fall and spring seasons.
(1 member needed)

Concession Stand Volunteers: Work at Polk Field in the concession stand selling food/drink items, making coffee/hot chocolate/hot dogs and restocking inventory. (50+ members needed)
(Saturday mornings/early afternoons during the soccer fall/spring season.)

KMSL Representatives: Go to the Kettle Moraine Soccer League Meetings on behalf of the SSC.
Duties: Take notes at meetings, type up notes and email the notes to the SSC Secretary. (2 members needed)

Field Layout, Maintenance and Equipment Coordinator: Be present at Field Set-Up for fall and spring seasons to oversee volunteers and record their hours...report field set-up volunteer hours to SSC Volunteer Coordinator at the end of the fall and spring seasons. Contact board with any field concerns. (1 member needed)

Field Set-Up Volunteers: Paint white lines and install nets/banners before the fall season.
Remove nets on the fields and install banners at the end of the fall and spring seasons. (30+ members needed)

(CONT. NEXT PAGE) Field Striping Coordinator: Oversee Field Striping volunteers and record their hours...report their volunteer hours to SSC Volunteer Coordinator at the end of the fall and spring seasons.
Contact board with any field concerns. (1 member needed)

Field Striping Volunteers: Paint white lines on fields during the fall and spring soccer season.
(15+ members needed)

Picnic Coordinator: Contact and delegate duties to the Picnic Volunteers. Be at the Picnic to oversee volunteers. Track/schedule Picnic Volunteers hours and report to the SSC Volunteer Coordinator.
(1 member needed)

Picnic Volunteers: Organize raffle items, mail donation letters, work set-up and tear down at the Slinger Soccer Club Picnic in spring. (10+ members needed)

Volunteer Coordinator: Collect and track members volunteer hours from other coordinators throughout the fall and spring seasons. Provide that information to the SSC Secretary at the end of each season. Answer volunteer questions and concerns. Track/schedule Polk Field Trash Removal volunteers hours. (1 member needed)

Web Master Director: Update and maintain the Slinger Soccer Club website. www.slingersoccer.com
(1 member needed)

Registration Volunteers: Help greet members, handout registration forms, receive payment and double check registration forms on Registration Night. (10+ members needed)

Uniform Coordinator: Assign jerseys to new/existing players. Separate jerseys by team and hand-out jerseys at the coach's meetings in fall and spring. (1 member needed)

Marketing Coordinator: Market and promote Slinger Soccer Club in the Slinger Community.
(1 member needed)

Fundraising Coordinator: Research fundraising ideas for the spring/fall seasons. Present those ideas to the BOD. Implement the fundraising idea/activity/events by contacting the team managers in the beginning of the fall/or spring season. (1 member needed)

Apparel Coordinator: Research suppliers and new apparel, communicate with supplier, promote/collect/distribute apparel to team managers and attend meetings when needed. (1 member needed)

Polk Field Trash Removal: Empty garbage bins on fields and the bin next to concessions stand every (2) weeks during the fall and spring soccer seasons. Garbage bags are located in the side door facing the fields. Code for the door will be given out along with a schedule by the Volunteer Coordinator. Upon remove of garbage, volunteers will need to take garbage home with them and dispose of with their weekly garbage...SSC doesn't have a dumpster. (4 members needed)

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BOARD MEMBER POSITIONS/DUTIES

President – N/A

Vice President – N/A

Treasurer –

- Handle all financial responsibilities of club
- Monthly Cash flow and Balance sheet for board meetings
- Responsible for annual tax filing for tax purposes
- Check writing when needed
- Bills, coaches checks for referee fees, insurance, reimbursements, supplies, etc.
- Reconcile all funds in and out
- Attend Monthly board meetings
- Check PO box Daily/Monthly depending on time of year
- Call player families back with information requested
- Setup and collect Spring and Fall Concessions stand money and supplies with coordinator
- Comparison shop all supplies
- Field Paint ordering and delivery
- Fundraising collections
- Attend registration night
- Jersey, uniforms, and registration funds collection
- Comparison shop for Club Directors and player insurance coverage
- Collect and disperse Annual Picnic donations
- Shop and/or distribute reimbursement for Picnic Supplies
- Attend Annual Picnic
- Reserve Picnic Site
- Attend Spring and Fall Coaches Meetings
- Collect NSF funds
- Arrange drop off and pickup of sanitation units for Spring/Fall/Camps
- Work closely with all other board members
- Analyze reports for club solvency and offer solutions for shortfalls

Secretary –

- Perform administrative duties assigned by other board members
- Attend and take notes at monthly board meetings
- Respond to "Contact Us" emails and member inquiries as they come in from the SSC website
- Record fall/spring registrations for new/existing members
- Track members who have underpaid/overpaid on registration forms.
- Help assign players to teams and record team information
- Oversee Volunteer, Fundraising, Apparel, and Uniform Coordinators as well as Team Managers & WebMaster
- Organize & Conduct Fall/Spring Team Manager, Director and Coordinator meetings
- Keep SSC website information up-to-date
- Track Volunteer Hours
- Supply Volunteer Reimbursement information to Treasurer

Field & Equipment Director –

- Ensure each team has the proper equipment for each level of play as needed. (Soccer balls, Cones, Pennies, Soccer Gloves, Goalie Jerseys, and First Aid kits also stocked w/disposable ice packs)
- Ensure that all equipment is returned at the end of the soccer season and clean or wash as needed.

- Ensure that there is enough stripping paint to last the entire soccer season, and order when needed, or let the treasurer know when to order more.
- Help organize teams for the upcoming year and find new coaches when needed
- Ensure all goals are in proper working order and nets repaired or ordered when needed.
- Find best price and place to purchase jerseys and coaches shirts.
- Discuss field mowing needs, fertilization, and lawn care with mowing specialist or company to ensure the best quality fields possible.
- Organize field set-up and stripping dates at the beginning of each season and net take down times.
- Ensure weekly stripping duties are being done in proper time with the weekly stripping scheduler.
- Work with KMSL scheduler to ensure proper teams are playing on the correct fields when new schedules are output each season.
- Set-up and schedule U6 teams to play at proper times.
- Ensure that Director of Referee's has enough referees to cover games that are scheduled and make sure all games have referees in timely manner.
- Help make envelopes with all pertinent information for the upcoming soccer season for each team and each coach.
- Help organize and make sure the coaches meeting runs smoothly, and all information in the envelopes pertaining to coaches, teams, and the SSC gets distributed and all questions answered.