

Following is a list of available volunteer positions within Heights United Soccer club.

Time estimates may vary - training not included in time estimate

If you sign up for a position and cannot fulfill your commitment, you must select another job or pay the non-volunteer fee.

For positions highlighted in yellow, you must select two such positions

CLUB LOGISTICS		Status	commitment	time estimate	when	unique aspects
Girls' League Representative 1 - 2 year term		filled	heavy	2-4 hours/month	year round, busy periods are February and June/July	ongoing lots of admin, must be accessible
Girls League Representative 2		open	heavy	2-4 hours/month	year round, busy periods are February and June/July	ongoing lots of admin must be accessible
Boys' League Representative 1		filled	heavy	2-4 hours/month	year round, busy periods are February and June/July	ongoing lots of admin, must be accessible
Boys' League Representative 2		open	heavy	2-4 hours/month	year round, busy periods are February and June/July	ongoing lots of admin must be accessible
Outdoor Field Scheduler/Coordinator		open	moderate	4 hours twice a year	Outdoor seasons June/July - March/April	lots of email communication and tracking
Field Managers Forest Hill		open	light	15-30 minutes per week	Outdoor seasons - mid week checks	
Field Manager Monticello		open	light	15-30 minutes per week	Outdoor seasons - mid - week checks	
Field Manager Boulevard		open	light	15-30 minutes per week	Outdoor seasons - mid week checks	
Equipment Manager		open	light/moderate	4-6 hours/year	Intermittent - outdoor seasons	
Uniform Manager		filled	moderate	6- 10 hours per year		
Volunteer Coordinator		open	moderate		June/July - as needed follow up and contact	
Registration Coordinator (1)		open	moderate	5-8 hours	May/June/July	
Registration Volunteer		open	light	2-4 hours	June/July - one or two evenings	
Registration Volunteer		open	light	2-4 hours	June or July one or two evenings	
Registration Volunteer		open	light	2-4 hours	June or July - one or two evenings	
Registration Volunteer		open	light	2-4 hours	June/July - one or two evenings	
Registration Volunteer		open	light	2-4 hours	June/July - one or two evenings	
Registration Volunteer		open	light	2-4 hours	June/July - one or two evenings	
Tryout Coordinator					April/May	
Tryout Volunteer		open	light	3- 6 hours	Mid May	Must be available one of two evenings
Tryout Volunteer		open	light	3-6 hours	Mid May	Must be available one of two evenings
Tryout Volunteer		open	light	3-6 hours	Mid May	Must be available one of two evenings
Tryout Volunteer		open	light	3-6 hours	Mid May	Must be available one of two evenings
Programming Coordinator		open	moderate	3-5 hours	Intermittent about 3 times a year	manage signups for camps, Centers of excellence, and other p
Rewards Coordinator		open	moderate	2-4 hours	2- 4 times per year	new position, can be creative
Indoor Soccer and Footskills Manager		open	moderate/heavy	1-3 hours per week	Weekly beginning in October through Feb/March	intermittant - must be easy to contact in the event of bad weat
CLUB ADMINISTRATION						
Treasury Secretary		open	moderate/heavy	2 hours per month	6 months of year	should have accounting background
Auditor 1		open	light	2-4 hours/year	August	should have accounting background
Auditor 2		open	light	2-4 hours/year	August	should have accounting background

Public Relations/Marketing Coordinator	open	moderate	6-10 hours/year	intermittent	must enjoy writing and creating flyers
Annual Meeting Volunteer (4)	open	light	2-4 hours/year	Fall (October/November)	Pick a second volunteer job!
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Manager/Coach Notebook Coordinator	open	moderate	4-6 hours (or less)	August and intermittent when new coaches come on board	Very administrative, good organizational skills
Web Site Support	open	light/moderate	variable	as needed - Intermittent	familiarity with using web-based tools, and a reliable web con

MISCELLANEOUS

Photo Coordinator	open	moderate	5-10 hours/year		
Merchandise Coordinator	open	moderate	4-10 hours/year	November/December - march/April	
Donor coordinator/Sponsorships	open	moderate	6-10 hrs per year	good PR skills, lots of phone contact	
Grant Researcher/Writer	open	moderate	10-20 hrs per year	If previous knowledge in area, could take more or less time	
Fundraising Committee member	open	moderate	6 hours +	all fundraising activities	
Fundraising Committee member	open	moderate	6 hours +	all fundraising activities	
Fundraising Committee member	open	moderate	6 hours +	all fundraising activities	
Spring Fundraiser committees					
Fundraiser Chair	open	heavy	40+ hours		
Silent Auction Chair	open	heavy	20+ hours		
Silent Auction Solicitor	open	moderate	10 hours +	January - April	responsible for soliciting and receiving 15-20 items
Silent Auction Solicitor	open	moderate	10 hours +	January - April	
Silent Auction Solicitor	open	moderate	10 hours +	January - April	
Games/Activities Chair	open	moderate	5 hours +	March - April	
Marketing/Publicity Chair	open	moderate	5 hours +	February - March	
Raffle Coordinator	open	moderate	5 hours +	March - April	
Basket Coordinator	open	moderate	5 hours +	March - April	
Fundraiser Volunteer Coordinator	filled	moderate	5-10 hours +	March - April	
Food coordinator	open	moderate	6 hours +	March - April	
Fundraiser Volunteer (20)	open	light	2 + hours	April	must pick another job in addition to this

TEAM OPERATIONS

Head Coaches (U8-U14) appointed by Director of coaching

U9 Girls	filled	heavy	3-6 hours per week
U10 Girls	Filled	heavy	3-6 hours per week
U11 Girls	Filled	heavy	3-6 hours per week
U12 Girls	Filled	heavy	3-6 hours per week
U8 Boys	filled	heavy	3-6 hours per week
U9 Boys		heavy	3-6 hours per week

U10 Boys Krus	Filled	heavy	3-6 hours per week
U10 Boys Prendergast	Filled	heavy	3-6 hours per week
U10 Boys Hailey	filled	heavy	3-6 hours per week
U11 Boys	filled	heavy	3-6 hours per week
U12 Boys	filled	heavy	3-6 hours per week
U13 Boys	Filled	heavy	3-6 hours per week

Assistant Coach(U8-U14) appointed by Director of coaching

U9 Girls	open	moderate	3-6 hours per week
U10 Girls	filled	moderate	3-6 hours per week
U11 Girls	filled	moderate	3-6 hours per week
U12 Girls	filled	moderate	3-6 hours per week
U8 Boys	filled	moderate	3-6 hours per week
U9 Boys	open	moderate	3-6 hours per week
U10 Boys Krus	filled	moderate	3-6 hours per week
U10 Boys Prendergast	filled	moderate	3-6 hours per week
U10 Boys Hailey	filled	moderate	3-6 hours per week
U11 Boys	open	moderate	3-6 hours per week
U12 Boys	filled	moderate	3-6 hours per week
U13 Boys	filled	moderate	3-6 hours per week
U11 Boys	filled	moderate	3-6 hours per week
U12 Boys	filled	moderate	3-6 hours per week
U13 Boys	filled	moderate	3-6 hours per week

Team Manager - appointed annually

U9 Girls	open	moderate/ongoing	Weekly communication - must be accessible and attend most games
U10 Girls	filled	moderate/ongoing	Weekly communication - must be accessible and attend most games
U11 Girls	filled	moderate/ongoing	Weekly communication - must be accessible and attend most games
U12 Girls	filled	moderate/ongoing	Weekly communication - must be accessible and attend most games
U8 Boys	filled	moderate/ongoing	Weekly communication - must be accessible and attend most games
U9 Boys	open	moderate/ongoing	Weekly communication - must be accessible and attend most games
U10 Boys Krus	filled	moderate/ongoing	Weekly communication - must be accessible and attend most games
U10 Boys Prendergast	filled	moderate/ongoing	Weekly communication - must be accessible and attend most games
U10 Boys Hailey	filled	moderate/ongoing	Weekly communication - must be accessible and attend most games
U11 Boys	filled	moderate/ongoing	Weekly communication - must be accessible and attend most games
U12 Boys	filled	moderate/ongoing	Weekly communication - must be accessible and attend most games
U13 Boys	filled	moderate/ongoing	Weekly communication - must be accessible and attend most games
U11 Boys	filled	moderate/ongoing	Weekly communication - must be accessible and attend most games
U12 Boys	filled	moderate/ongoing	Weekly communication - must be accessible and attend most games
U13 Boys	filled	moderate/ongoing	Weekly communication - must be accessible and attend most games

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