

# Heights United Volunteer Positions

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## CLUB LOGISTICS

### Girls' League Representatives (2)

- Attend mandatory league meetings (approximately 4-6 times per year; each meeting is approximately 2 hours)
- Communicate league information and schedules to club, coaches and managers
- Ensure adherence to league rules by club teams
- Collect and compile player registration materials (approximately 10 hours for fall registration, 4 hours for spring registration)
- Submit player registration materials to the league
- Commitment, 2 + years

### Boys' League Representatives (2)

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### Outdoor Field Scheduler/Coordinator

- Get permits for outdoor fields from CH/UH Board of Education and City of Cleveland Heights (June for the fall and December/January for the spring)
- Requires access to and active use of email
- Coordinate and schedule practice, footskills and play field use (July and February/March)through respective leagues
- Coordinate game scheduling with league representatives and comply with deadlines set by leagues.
- Create master schedule (practice/games/footskills to be distributed to teams and posted online
- Time requirement- 1 hour to complete and submit permit forms in July and January; 2-3 hours in Summer to schedule practice fields for teams; 2-3 hours in March and July to coordinate game times

## **Field Managers (3 – one for each field, Forest Hill, Monticello, Boulevard)**

- Oversee and administer goal safety policy, includes ensuring all teams are following goal safety policy. Includes providing sandbags, goal anchors and locks when needed. Gathering up and arranging for storage at the end of the season
- Ensure fields are in playing condition and schedule weekly line painting for game fields with CH/UH Board of Education Grounds Crew.
- Provide field liners with proper field layouts
- Follow up and ensure fields are properly lined
- When problems occur, work to fix problems with CH/UH grounds crew or City of Cleveland Heights (for field rolling)
- Inspect fields during inclement weather for playability

## **Equipment Manager**

- Assess teams' equipments needs
- Economically order and distribute cones and corner flags, practice balls, first aid kits, whistles etc for new teams. Replenish as necessary
- Time requirement- 3-4 hours

## **Uniform Manager**

- Determine number of new uniforms required for new players-
- Take orders from returning players needing new uniforms
- Coordinate uniform numbers
- Place order with provider at least 12 weeks before start of season
- Place orders for lost or replacement uniforms
- Notify team managers when new uniforms arrive.

## **Volunteer Coordinator**

- Create and manage volunteer database
- Notify ESK volunteers of their assignments and provide lists of volunteers to Coordinators and Directors when needed
- Maintain records of volunteers' efforts
- Time requirement- 6-8 hours before and after registration; 1-2 hours/month during the season

## **Registration Coordinator (1)**

- Coordinate registration with League Reps and Website Administrator
- Register all children who are assigned positions on a team
- Time requirement- 5-6 hours in May/June

- Work with League reps and website administrator to notify players when assigned to
- Inform parents of registration requirements.

### **Registration Volunteer (6)**

- Volunteer at registration to collect and manage paperwork
- May or June – 2-4 hours

### **Tryout Coordinator**

- Implement the tryout plan created by directors of coaching
- Manage all logistics and forms
- Recruit volunteers to assist with tryouts
- Time requirement- 8-10 hours in the spring
- Assure proper equipment is available (pinnies, sign in logs, evaluation sheets etc.)

## **COACHING / TEAM MANAGEMENT**

### **Programming Coordinator**

- Execute supplemental programs as directed by board and directors of coaching. Can include centers of excellence, summer camps
- Includes registration, communication of programs and tracking payment

### **Indoors and Footskills Manager**

- Schedule indoor practice sessions
- Identify teams for indoor
- Ensure Indoor schedules and teams are coordinated with the proper facility
- Register teams playing indoors
- Be the primary contact in the event of cancellations and schedule changes
- Notify club in the event of closures, changes, problems
- Time requirement varies 2-3 hours each in November and January

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

- Coach practices and games
- Requires current soccer license

### **Assistant Coaches (U8-U14)**

- Assist head coaches with practices and games

## **Team Managers (U8-U14)**

- Provide written communications between coaches and parents
- Provide written communications between ESK/HUSC and parents
- Collect fees/pay certain bills of the team
- Ensure team arrives at the assigned location at the assigned time for all games and practices.
- Attend two pre-season meetings per year
- Other duties as assigned

## **CLUB ADMINISTRATION**

### **Board Members (Elected Position)**

- Attend monthly meetings
- Serve on ad hoc committees as needed
- Two year term
- Time requirement- 2 hour meeting once per month; ad hoc committees meet approximately once per month for 2 hours

### **Treasurer**

- Maintain financial records and fiscal accountability for ESK
- Responsible for day to day financial transactions
- Time requirement- 2-3 hours per month

### **Treasury Secretary**

- Prepare deposits
- Keep records of payments, follow up on outstanding payments
- Keep records of financial transactions
- Assist treasurer and President with budget preparation and maintenance

### **Auditors (2)**

- Audit financial books once per year
- Time requirement- 2 hours per year per person

### **Public Relations/Marketing**

- Maintain and update all marketing and communication materials
- Prepare press releases

- Advertise events (tryouts, fundraisers, etc.) throughout the city
- Review as necessary materials prior to release to website or distribution to club or community

## **MISCELLANEOUS**

### **Website Administrator**

- Maintain ESK website
- Assist Registration Coordinator with registration
- Time requirement- 1-2 hours per month maintaining website; 5-6 hours in June for registration

### **Photo Coordinator**

- Schedule team photos for girls' and boys' teams
- Take and distribute orders
- Time requirement- 3-4 hours

### **Fundraiser Coordinators (4)**

- Coordinate volunteers for various fundraiser committees including team baskets, scholarship raffle item purchase and ticket sales, donations, setup and cleanup.
- Reserve Location for event
- Time requirement- 20-30 hours divided among four coordinators in February March and April

### **Merchandise Coordinator**

- Sell merchandise at key times during soccer season (in
- Primary contact for non-key time orders
- Take and fulfill orders for merchandise
- Make recommendations for new items

### **Manager/Coach Notebook Coordinator**

- Prepare manager and coach notebooks annually and as needed
- Ensure all information disseminated is up to date and current
- Maintain supply of materials to prepare books