

## **Club Volunteer Roles**

### **FIELD LINE PAINTING – Position: **OPEN****

- Position Description:
  - Paint lines and number fields at least 1 week prior to the commencement of the league
    - Instructions provided, including how to use line painters, field dimensions and how to string new fields if lines are faded
  - Maintain line quality throughout the season
  - Plan ahead for line painting to ensure lines are clearly visible each week
  - Refresh lines every 2-3 weeks or as needed depending on the weather
- Time Commitment: 2-6 Hours/week

### **REFEREE COORDINATOR – Position: FILLED by Erika Garcia**

- Position Description:
  - Reviews Schedule weekly and schedules referees as needed
  - Maintain relationships with referees
  - Use appropriate software and booking tools
  - Interpersonal skills and adaptability/flexibility to manage last minute requests and changes
- Time Commitment: 6 hours/week

### **CLUB SCHEDULER – Position: Jessica Martin**

- Position Description:
  - Responsible for scheduling all team trainings
  - Securing field use permits
  - Reviewing field use requests for all home games at all available fields
  - Communicate with all team coaches/managers and referee coordinator
- Time Commitment: 6-8 hours/week \*varies throughout the season

### **WEBSITE SUPPORT – Position (2): **(1) OPEN** & (1) FILLED by Sean Morley**

- Position Description:
  - Work with Club and IT/Web developer to keep website up to date
  - Knowledge and background in technology/website development a plus
- Time Commitment: 4-5 Hours/month

**PUBLIC RELATIONS COORDINATOR – Position: FILLED by Laurie Jepma**

- Position Description:
  - Responsible for developing brand/club awareness
  - Work closely with the club, team managers, coaches and players to positively promote AC Marin
  - Develop and manage marketing campaigns, primarily through social media and newsletters
- Time Commitment: 4-5 Hours/week \*varies throughout the season and increases if content is not provided.

**CLUB EVENT COORDINATOR – Position: OPEN**

- Position Description:
  - Arranges club-wide community events throughout the season
  - Enlists an event committee to assist in developing and organizing events that will positively impact our soccer community as well as the community we live in. Focusing on free or “at-cost” events.
- Time Commitment: 3-4 Hours/Month

**TOURNAMENT COORDINATOR – Position: OPEN**

- Position Description:
  - Work with Executive Director, Coaches and club to plan and organize an AC Marin hosted tournament
  - Arrange for Fields, set up registration, marketing materials, establish a team of volunteers to help with event
  - Previous experience in managing large scale events would be preferred
- Time Commitment: varies depending on scale of the event and lead time to organize

**FAN APPAREL COORDINATOR – Position: Alonya VonRooyen**

- Position Description:
  - Design and coordinate apparel for AC Marin Supporters to wear
  - Promote and sell apparel
  - Work with the club on all design, sales and marketing
- Time Commitment: varies depending on frequency

**TRYOUT COORDINATOR – Position: OPEN**

- Position Description:
  - Work with Club and Coaches to determine tryout dates
  - Arrange for Fields, set up registration, marketing materials, establish a team of volunteers to help with event
  - Enlist a “welcoming Committee” to assist in making families feel welcome at tryouts and to assist players in where to go and answer questions
  - Enlist Volunteers to help with day-of event setup
  - Assist Coaches in making sure they have what they need to hold a successful tryout
  - Previous experience in managing large scale events would be preferred.
- Time Commitment: March 15 – June 15 (hours will vary depending on your level of organization)

**UNIFORM COORDINATOR – Position: Alonya VonRooyen**

- Position Description:
  - Assist the Club with distribution of all player and coach uniforms
  - Responsible for tracking all purchases and what items have been distributed, still needed and following up on missing items
  - Work with the club and vendor to ensure all items are received and to coordinate any issues that should arise
  - Must have excellent interpersonal skills and flexible schedule
  - Prefer fluent in both English and Spanish
- Time Commitment: varies throughout the year, extremely busy at start of season

**COLLEGE COORDINATOR/GUIDANCE COUNSLER – Position: OPEN**

- Position Description:
  - Assist AC Marin High School players with preparing for college
  - Provide guidance on the college application process, act as a resource and support
  - Help players get excited about this next step in their lives while also setting real expectations
  - Prefer fluent in both English and Spanish
- Time Commitment: varies throughout the year

**INFORMATION TECHNOLOGY (I.T.) MANAGER – Position: FILLED by Francisco Quezada**

- Position Description:
  - Assist with technical support for the website, teamsnap and any additional software programs
- Time Commitment: varies throughout the year

**ACADEMY ADMININSTRATOR** – Position: **OPEN**

- Position Description:
  - Assist with all administrative tasks associated with AC Marin's Academy Program
  - This could include, scheduling, obtaining field space, registration, promotion and organizing volunteers
  - Will work directly with Academy Director and coaches
- Time Commitment: varies throughout the year

**PHOTO DAY COORDINATOR** – Position: **OPEN**

- Position Description:
  - Organize the club photo day after working with the club to determine what is needed
  - Research photographers, develop the schedule, communicate with the teams, arrange volunteers and coordinate the day of event
- Time Commitment: varies throughout the year



# AC MARIN

## NORTH BAY PREMIER SOCCER

### **BOARD MEMBER POSITIONS**

*(all positions are unpaid volunteer roles)*

#### **CLUB SECRETARY – BOARD MEMBER**

**Position:** FILLED by Erika Boissiere

- Position Description:
  - Manage incoming and outgoing correspondence for the club.
  - Maintain communications with club members and present monthly correspondence reports at the board meeting.
  - Schedule Quarterly Board Meetings
  - Keep minutes of all Board Meetings and maintain records of Board decisions/votes
  - Requires confidentiality
- Time Commitment: 4-5 hours/Month

#### **SPONSORSHIP OFFICER – BOARD MEMBER**

**Position:** **OPEN**

- Position Description:
  - Responsible for securing club sponsorships
  - Strong interpersonal skills and professional demeanor
  - Create and execute an annual plan for procurement of sponsors
  - Work closely with the club to determine needs for the season and prioritize
  - A strong network within the community and relationships with large businesses is preferred but not required
  - Requires confidentiality
- Time Commitment: 6-10 hours/Month

#### **SCHOLARSHIPS OFFICER – BOARD MEMBER**

**Position:** FILLED by Veronica Pasada DeLeon

- Position Description:
  - Responsible for securing scholarship funds, receiving financial aid applications, distributing aid as available/necessary
  - Requires extreme confidentiality
- Time Commitment: varies throughout the year, heavy at registration time

## **GRANT OFFICER – BOARD MEMBER**

**Position:** **OPEN**

- Position Description:
  - Responsible for seeking out grant opportunities and completing grant applications based on the club needs for the season
  - Work with the club to develop a plan for grant requests for the season
  - Requires confidentiality
- Time Commitment: 8-10 hours/Month varies throughout the year based on application deadlines

## **FUNDRAISING OFFICER – BOARD MEMBER**

**Position:** Filled by Laurie Jepma

- Position Description:
  - Responsible for securing funds to support the club's expenses for the season to assist in reducing the cost to the players
  - Works with the club to develop and execute a fundraising plan for the year
  - Coordinates fundraising committee comprised of a representative from each team in the club, leads the team in organizing fundraising efforts
  - Ensures there is equity among all teams
  - Requires confidentiality
- Time Commitment: 8-10 hours/Month varies throughout the year based on events

## **TEAM MANAGER & TREASURER LEAD, OFFICER – BOARD MEMBER**

**Position:** FILLED by Emily Guglielmo

- Position Description:
  - Responsible for on-boarding all new Team Managers and Treasurers
  - Host a beginning of the year training course
  - Assist with getting all team managers and treasurers will getting setup and providing assistance throughout the season
  - Role requires previous experience in both Team Manager and Team Treasurer roles with AC Marin \*prefer extensive/vast experience to be able to be a valuable resource
- Time Commitment: 4-5 Hours/month \* varies throughout the season

## **CLUB REGISTRAR – BOARD MEMBER**

Position (2): FILLED by Jessica Martin and Gina Morley

- Position Description:
  - Works with Club, Team Coaches and Managers to get players registered for play
  - Work with confidential and sensitive information, must maintain confidentiality
  - Familiar with GotSport Software
  - Build relationships with US Player Card representatives, all levels within the club as well as players and their families
- Time Commitment: 2-3 Hours/week \*varies throughout the season

## **EXECUTIVE ADMINISTRATIVE OFFICER – BOARD MEMBER**

Position:

- Position Description:
  - Assists Executives within the club with a variety of tasks as needed
  - Requires strong verbal and written communication skills, organization and flexibility
  - Works directly with the club, Executive Director, and DOCs
  - Relationships with local businesses and within the community are highly beneficial
  - Interpersonal skills and confidentiality are a must
- Time Commitment: 8-10 Hours/week \*varies throughout the season