

## AC Marin Club Volunteer Roles

AC Marin is powered by volunteers! If you have time or skills to contribute, we would love your help. Below are some of the roles that keep our club running smoothly.

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### FIELD LINE PAINTING

**Position:** OPEN

**Role Description:**

Help prepare our fields so they are game-ready for the season! This role includes painting and maintaining field lines so they stay visible and accurate throughout the season.

**Responsibilities**

- Paint field lines and number fields before the season begins
- Maintain line visibility during the season
- Refresh lines every 2–3 weeks depending on weather conditions
- Plan ahead to ensure fields are ready for games

**Time Commitment:** 1-2 hours per week during season

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### CLUB SCHEDULER

**Position:** OPEN

**Role Description:**

The Club Scheduler makes sure the **right teams are on the right fields at the right time.**

**Responsibilities**

- Schedule all team training sessions
- Secure field use permits
- Review field requests for home games
- Coordinate schedules with coaches, managers, and the referee coordinator

**Time Commitment:** 2-4 hours per week (varies throughout the season)

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## **WEBSITE SUPPORT**

**Positions:** OPEN

### **Role Description:**

Help keep the AC Marin website updated and running smoothly.

### **Responsibilities**

- Update website content
- Work with the club and web developer
- Assist with basic technical updates

**Preferred Skills:** Experience with technology or web development

**Time Commitment:** 2 - 10 hours per month

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## **PUBLIC RELATIONS COORDINATOR**

**Position:** OPEN

### **Role Description:**

Help promote AC Marin and share the great stories happening across the club.

### **Responsibilities**

- Build brand awareness
- Promote club achievements and events
- Manage social media and newsletters

**Time Commitment:** 4–5 hours per week (varies)

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## **CLUB EVENT COORDINATOR**

**Position:** OPEN

### **Role Description:**

Help organize fun events that bring the AC Marin community together.

### **Responsibilities**

- Plan club-wide events

- Build a volunteer committee
- Organize community activities and club gatherings

**Time Commitment:** 3–4 hours per week (varies)

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## **TOURNAMENT COORDINATOR**

**Position:** OPEN

### **Role Description:**

Lead the planning and organization of an AC Marin hosted tournament.

### **Responsibilities**

- Secure fields and organize event logistics
- Coordinate registration and marketing
- Build a volunteer team for event operations

**Preferred:** Experience organizing large events

**Time Commitment:** Varies depending on event size

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## **TRYOUT COORDINATOR**

**Position:** OPEN

### **Role Description:**

Help run one of the club's most important events of the year — tryouts!

### **Responsibilities**

- Coordinate tryout dates and locations
- Manage registration and promotion
- Organize volunteers for tryout days
- Create a welcoming environment for new families

**Time Commitment:** March 15 – June 15 (varies)

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## **UNIFORM COORDINATOR - TBD**

**Position:** OPEN

### **Role Description:**

Ensure all players and coaches receive the correct uniforms.

### **Responsibilities**

- Distribute uniforms
- Track orders and deliveries
- Coordinate with vendors on issues or missing items

**Preferred:** Bilingual (English/Spanish)

**Time Commitment:** Heaviest at the start of the season

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## **COLLEGE GUIDANCE COORDINATOR**

**Position:** OPEN

### **Role Description:**

Help our high school players prepare for the next chapter — college!

### **Responsibilities**

- Provide guidance on the college process
- Support players with planning and expectations
- Serve as a resource for families

**Preferred:** Bilingual (English/Spanish)

**Time Commitment:** Varies throughout the year

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## **I.T. MANAGER**

**Position:** OPEN

### **Role Description:**

Provide technical support for the club's systems.

### **Responsibilities**

- Assist with website issues
- Support TeamSnap and other software tools

**Time Commitment:** Varies

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## **PHOTO DAY COORDINATOR**

**Position:** OPEN

### **Role Description:**

Help organize the club's annual photo day.

### **Responsibilities**

- Research and coordinate photographers
- Create team schedules
- Organize volunteers
- Manage event-day logistics

**Time Commitment:** Varies

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## **REFEREES**

**Position:** OPEN (Multiple Positions)

### **Role Description:**

Referees are essential to keeping our games fair, safe, and enjoyable for everyone. This role is perfect for players, parents, or community members who want to stay involved in the game while earning extra income.

### **Responsibilities**

- Officiate AC Marin home league games
- Enforce rules of the game and maintain fair play
- Communicate professionally with players, coaches, and spectators
- Work with the Referee Coordinator for scheduling

## Requirements

- Must complete a certified referee course (club-hosted courses available)
- Minimum age typically 13+

**Time Commitment:** Flexible – games are assigned weekly

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## SOCIAL MEDIA COORDINATOR

**Position:** OPEN

### Role Description:

Help showcase the amazing things happening at AC Marin by sharing team highlights, club news, and player achievements across social media platforms.

### Responsibilities

- Manage and update club social media accounts
- Share game highlights, player features, and announcements
- Coordinate with coaches and team managers for content
- Help grow club visibility and community engagement

**Time Commitment:** 2–4 hours per week

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## GRANT WRITER

**Position:** OPEN

### Role Description:

Help AC Marin secure funding opportunities that allow the club to grow and support more players in our community.

### Responsibilities

- Research grant opportunities for youth sports and non-profits
- Prepare and submit grant applications
- Work with club leadership to gather required information and documents
- Track deadlines and maintain grant records

**Time Commitment:** Flexible – varies depending on grant cycles

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## **LEGAL ADVISOR**

**Position:** OPEN

### **Role Description:**

Provide guidance on legal matters related to club operations to help ensure AC Marin remains compliant and protected.

### **Responsibilities**

- Review club contracts and agreements
- Provide advice on potential legal concerns
- Assist with liability, compliance, or dispute situations when needed
- Offer guidance on policies and risk management

**Preferred:** Legal background or licensed attorney

**Time Commitment:** As needed

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## **CONTENT CREATOR (ADVERTISING & PROMOTION)**

**Position:** OPEN

### **Role Description:**

Help create engaging content that promotes AC Marin programs, tryouts, events, and player development opportunities.

### **Responsibilities**

- Design graphics, flyers, and promotional materials
- Assist with advertising campaigns and marketing content
- Work with Social Media Coordinator and PR Coordinator
- Capture photos or videos from events, games, or trainings

**Preferred Skills:** Graphic design, photography, videography, or digital marketing

**Time Commitment:** 2–4 hours per week (varies during tryout season)

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## **SPONSORSHIP & PARTNERSHIP COORDINATOR**

**Position:** OPEN

### **Role Description:**

Help grow AC Marin by building relationships with local businesses and securing sponsorship opportunities that support club programs and player development.

### **Responsibilities**

- Identify and reach out to local businesses for sponsorship opportunities
- Develop sponsorship packages and partnership opportunities
- Maintain relationships with sponsors and partners
- Coordinate sponsor recognition (website, social media, banners, events)
- Work with club leadership and fundraising efforts to increase financial support

**Time Commitment:** 3–5 hours per month

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## **PARENT LIAISON / CLUB OMBUDSMAN**

**Position:** OPEN

### **Role Description:**

Serve as a neutral point of contact for parent questions and concerns to help maintain positive communication between families, coaches, and club leadership.

### **Responsibilities**

- Provide a supportive communication channel for parents with questions or concerns
- Help direct issues to the appropriate person (coach, director, board member)
- Assist in resolving minor concerns before they escalate
- Promote a positive club culture and community environment

**Preferred Skills:** Strong communication and problem-solving skills

**Time Commitment:** 2–4 hours per month

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## **FIELD MAINTENANCE (GROUNDS CREW) for Novato Charter School**

**Position:** OPEN

### **Role Description:**

Help keep AC Marin's fields safe and game-ready throughout the season. This role focuses on basic field care and maintenance to ensure players have a safe and high-quality surface to train and compete on.

### **Responsibilities**

- Mow grass fields as needed to maintain proper playing conditions
- Fill small holes, divots, or worn areas to improve safety
- Monitor field conditions and report larger issues to the club
- Assist with basic field upkeep such as moving goals, repairing nets, and maintaining general field appearance
- Help prepare fields before tournaments or special events if needed

### **Preferred Skills**

- Basic knowledge of lawn care or field maintenance. Landscaping skills needed.
- Has access to use tools such as lawn mowers, rakes, shovels,
- Ability to identify field safety issues (holes, uneven surfaces, damaged equipment)
- Willingness to work outdoors

**Time Commitment:** 2–4 hours per week (varies depending on field conditions and season)

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If you'd like to help AC Marin grow and support our players, please contact:  
**[info@northbayysl.com](mailto:info@northbayysl.com)**