

Spencer Soccer Club, Inc.

Job Title: Director In-Town Programs	Job Grade: Volunteer
Area: Administration	Reports to: Vice President of Administration
Revision Date: 6/6/11	Term: 1 year / Elected by BOD or Annual Membership

Position Overview

The Director of In-Town Programs shall be responsible for monitoring, implementation, coordination, and communication of all Spencer Soccer Club under 4, under 6, and under 8 activities. The Director of In-Town Programs is not required, but may attend, monthly Board of Director (BOD) meetings. If in attendance, the Director In-Town Programs has an equal vote in favor or against motions brought before the BOD.

Essential Job Functions

- Be in accordance with the Spencer Soccer Club Constitution and By Law
- Act as point of contact for all Spencer Soccer Club members with players in the U4, U6, and U8 age groups
- Coordinate and schedule all games and practices within the In-Town program
- Provide communication and coordination assistance to other board members over the following processes:
 - U4, U6, U8 assessment process
 - Coaching curriculum and soccerinteractive access
 - CORI form retrieval from coaches
 - Concession Stand Volunteers
 - Inventories of equipment
 - Purchasing Trophies/Medals
 - Referee scheduling
- Promote the Club and build relationships with parents to grow volunteer and coach base
- Have working knowledge of SportsManager software to communicate effectively to In-Town members
- Develop an annual budget of estimated expenses

Non-essential Job Functions

- Complete other special assignments, which, from time to time, may be given by the Vice President of Administration

Requirements

- Attend the Annual General Meeting
- Communicate a monthly summary of actions and upcoming items to the Vice President of Administration
- Coordinate and provide administrative support with the Director of Assessment for all assessment procedures
- Form and communicate teams to coaches based on assessment results
- Coordinate and communicate SportsManager access to coaches with the Vice President of Administration

Requirements (cont.)

- Produce, coordinate, and communicate schedules for each In-Town program
- Manage player transfers, late registrations, and player coach requests effectively and timely
- Utilize SportsManager to update members as needed
- Coordinate and communicate directly with the Director of In-Town Player and Coach development to ensure curriculum and coaching assistance
- Coordinate and communicate Picture Day with the Vice President of Administration
- Coordinate and communicate soccer interactive access with the Director of In-Town Player and Coach development
- Coordinate and communicate CORI form requirements with the Vice President of Player and Coach Development
- Coordinate and communicate concession stand volunteers with the Director of Sales
- Coordinate and communicate inventories of equipment with the Director of Equipment
- Coordinate Trophy/Medal purchases for Spring and Fall seasons
- Provide a request for budgeted funds to the Vice President of Administration

Other Skills/Abilities

- Intermediate understanding of Microsoft Word and Excel
- Intermediate understanding of web-browser functionality
- Access to a computer and internet

NOTE: This job description is not intended to be all-inclusive. Volunteers may perform other related duties as negotiated to meet the ongoing needs of the organization.
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