

Spencer Soccer Club, Inc.

Job Title: Director of Off-Season Programs	Job Grade: Volunteer
Area: Player and Coach Development	Reports to: Vice President of Player and Coach Development
Revision Date: 6/01/11	Term: 1 year / Elected by BOD or Annual Membership

Position Overview

The Director of Off-Season Programs shall be responsible for the implementation and coordination of Spencer Soccer Club Internal Summer and Winter leagues and programs. He/She is responsible for obtaining and communicating information pertaining to external Summer and Winter individual and team programs and leagues. The Director of Off-Season Programs is not required, but may attend, monthly Board of Director (BOD) meetings. If in attendance, the Director of Off-Season 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
- Develop Internal Summer and Winter leagues/programs for travel and in-town programs
- Act as Point of Contact and information gatherer for all external Summer and Winter leagues and programs

Non-essential Job Functions

- Complete other special assignments, which, from time to time, may be given by the Vice President of Player and Coach Development

Requirements

- Attend the Annual General Meeting
- Communicate a monthly summary of actions and upcoming items to the Vice President of Player and Coach Development
- Coordinate internal summer and winter league schedules, volunteers, and referees (if applicable)
- Submit requests to the Director of Field Coordination to obtain school use for scheduled events, when applicable
- Obtain information on available external Summer and Winter leagues and programs, dates, times, and costs
- Communicate external Summer and Winter Team information (e.g. indoor leagues, tournaments, etc.) to all coaches and generate interest
- Obtain information on external Summer and Winter Individual improvement (e.g. BayState Games, District & Olympic Development try-outs, MYSA Skills Academy, etc.) and work with the Vice President of Marketing, Fundraising, and Communication to ensure information is displayed and communicated to all members.

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.