

Volunteer Coordinator:

This position is key in making sure the responsibilities of all volunteers are completed. The Volunteer Coordinator ensures that volunteers are scheduled and show up for their shifts to fulfill their required volunteer hours, and works with Team Parents to ensure they are informed of events and new assignments.

In addition, Volunteer Coordinator will assist/support all league events as part of the CGS Board of Volunteers, attend regularly scheduled board meetings and vote as necessary in all CGS board elections.

Duties include:

- create schedule of volunteer times and set up on volunteer website
 - send email reminders out to people scheduled to work their mandatory shifts for snack bar, field prep, or spirit wear
 - monitor schedule weekly prior to game day and recruit/ adjust as necessary
 - post volunteer schedule in the snack bar each Saturday morning
 - track volunteer hours worked throughout the season and post on the website.
 - if the family member does not show up for their shift, the volunteer coordinator will report to the Board of Directors and appropriate measure will be taken. *It is not the responsibility of the volunteer coordinator to address any person(s) who did not meet their obligation*
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- Requires someone who has access to a computer
 - Must be very organized and can work without supervision