

<b>Position/Major Responsibilities</b>	<b>Current State Open/Filled</b>	<b>When?</b>	<b>Workload</b>	<b>Notes</b>
<b>BOARD MEMBERS</b> ➤ Responsible for oversight of Club and officers				Board meetings held once a month
<b>(1) PRESIDENT</b> <ul style="list-style-type: none"> <li>• Direct overall activities of Club</li> <li>• Act as focal point for business with outside parties, Council and CASL</li> <li>• Oversees administrative support areas and Director of Coaching</li> <li>• Guide and Manage Soccer Complex development and ongoing support</li> </ul>	Currently Filled	Year Around	High	
<b>(1) VICE PRESIDENT</b> <ul style="list-style-type: none"> <li>• Works in conjunction with our Director of Coaching to organize Player Development</li> <li>• Responsible for timely and effective external Club communication. Works with webmaster to provide news items for the Club website and social media platforms</li> <li>• Coordinate club participation in community events such as Home Coming Parade</li> </ul>	Open	Year Around	High	
<b>(1) TREASURER</b> <ul style="list-style-type: none"> <li>• Maintain financial records</li> <li>• Process all checks and deposits</li> <li>• Prepare financial reports for Board meetings</li> <li>• Responsible for overall financial status of Club</li> </ul>	Currently Filled	Year Around	Medium	
<b>(1) SECRETARY</b> <ul style="list-style-type: none"> <li>• Handle Board meeting minutes</li> <li>• Maintain Club calendar</li> <li>• Help with Player Registration and Player Document organization</li> </ul>	Open	Year Around	Low	
<b>(5) MEMBER AT LARGE</b> <ul style="list-style-type: none"> <li>• Individuals willing to help board members fulfill their duties and individuals willing to help the club with necessary tasks and commitments.</li> </ul>	Open	Year Around	Low	

<b>Position/Major Responsibilities</b>	<b>Current State Open/Filled</b>	<b>When?</b>	<b>Workload</b>	<b>Notes</b>
<b>CLUB VOLUNTEERS</b> ➤ Necessary Critical and Special committees				
<b>WEBMASTER</b> <ul style="list-style-type: none"> <li>• Maintain website</li> <li>• Provide and maintain security access for users</li> <li>• Create player registrations for each season</li> <li>• Maintain Club Twitter, Facebook and Instagram accounts</li> </ul>	Currently Filled	Year Around	High	
<b>EQUIPMENT COORDINATOR</b> <ul style="list-style-type: none"> <li>• Inventory equipment at beginning of each season</li> <li>• Order new equipment as necessary</li> <li>• Conduct equipment turn-in and handout</li> </ul>	Open	Seasonal	Low	
<b>FUNDRAISING COORDINATOR</b> <ul style="list-style-type: none"> <li>• Responsible for overall fundraising direction/efforts of Club</li> <li>• Work with fundraising vendors</li> <li>• Coordinate distribution/collection processes</li> <li>• Recommend new fundraising ideas</li> </ul>	Open	Year Around	Medium	
<b>SPONSORSHIP COORDINATOR</b> <ul style="list-style-type: none"> <li>• Solicit businesses for sponsorship</li> <li>• Generate and implement ideas to increase sponsorship proceeds</li> </ul>	Open	Year Around	Medium	
<b>DIRECTOR OF MARKETING</b> <ul style="list-style-type: none"> <li>• Develop and implement ideas to increase membership</li> <li>• Expand Club name around our community and outlying areas</li> <li>• Develop and implement ideas for community involvement of Club</li> </ul>	Open	Year Around	Medium	
<b>VOLUNTEER RECRUITER</b> <ul style="list-style-type: none"> <li>• Contact members to discuss volunteer opportunities</li> <li>• Fill open positions</li> <li>• Maintain record of family volunteer efforts</li> <li>• Maintain volunteer job descriptions</li> </ul>	Open	Year Around	Medium	
<b>PICTURE COORDINATOR</b> <ul style="list-style-type: none"> <li>• Schedule date/time with teams and photographer</li> <li>• Attend photo day to help troubleshoot</li> <li>• Distribute pictures</li> <li>• Recommend changes to picture vendor, if necessary</li> </ul>	Open	Seasonal	Low	

<b>Position/Major Responsibilities</b>	<b>Current State Open/Filled</b>	<b>When?</b>	<b>Workload</b>	<b>Notes</b>
<b>COMPLEX VOLUNTEERS</b> <ul style="list-style-type: none"> <li>➤ The SJSC Soccer Complex requires many man hours to update, maintain and grow the functionality and standard of its fields and supporting structures/systems.</li> </ul>				
<b>FIELD AVAILABILITY COORDINATOR</b> <ul style="list-style-type: none"> <li>• Manage and Maintain online document that is shared by all coaches for field availability</li> </ul>	Open	Seasonal	Low	
<b>(3)FIELD MANAGER</b> <ul style="list-style-type: none"> <li>• Take ownership of an SJSC field. Inspect the field once a week, making sure goals are secure, nets are locked in, corner flags are undamaged and there is no trash around.</li> </ul>	Open	Seasonal	Low	
<b>(3-5)FIELD LAYOUT / LINING &amp; SET UP</b> <ul style="list-style-type: none"> <li>• Layout fields at the beginning of each season, includes help with initial line painting</li> </ul>	Open	Seasonal	Low	
<b>(1-3)FIELD LINE PAINTER</b> <ul style="list-style-type: none"> <li>• Maintain line painting equipment</li> <li>• Initial line painting and continued line maintenance throughout the season.</li> </ul>	Open	Seasonal	Low	
<b>(3-5)FIELD MAINTENANCE</b> <ul style="list-style-type: none"> <li>• Perform field maintenance weekly as needed, which includes: <ul style="list-style-type: none"> <li>○ Mowing</li> <li>○ Over-seeding</li> <li>○ Topdressing</li> <li>○ Aerating and Rolling</li> <li>○ Spraying/spreading fertilizing and/or weed killer</li> <li>○ Removing garbage and other tasks as requested by Field Manager.</li> </ul> </li> <li>• Handle basic equipment maintenance needs</li> <li>• Help with assessing equipment needs and researching ideas, processes and technology for efficient operation of complex maintenance operation</li> </ul>	Open	Seasonal	High	
<b>COMPLEX WATERING/IRRIGATION CREW</b> <ul style="list-style-type: none"> <li>• Setup, configure, maintain and run soccer complex watering/irrigation system as often and needed and in coordination with field maintenance schedules.</li> </ul>	Open	Seasonal	Medium	