

Carlsbad Softball Association Volunteer Coordinator

Description of Position:

The Volunteer Coordinator is responsible for recruiting volunteers to be placed in a volunteer "pool" so that they may be called upon to help with league activities. The Coordinator will maintain a list of volunteers in this pool and will supply volunteers to Board members for activities and special events when requested. He/she will keep track of volunteer assignments and follow through. The Volunteer Coordinator will also actively recruit for the Auxiliary and Executive Board positions.

The Volunteer Coordinator is NOT responsible for recruiting or providing snack bar volunteers but on occasion may work in relation with the Snack Bar Manager to provide coverage.

Reporting Relationships:

The Volunteer Coordinator reports directly to the Event Coordinator. He/she interacts with all Board members.

Time requirements:

- Attend board meetings as needed in relation to special events.
- Attend Committee meetings prior to Opening Day, All-Star selection and Seabreeze Tournament.
- A few hours each week to make phone calls to secure volunteers.
- This should be a person who is at the field on a fairly regular basis.

Season Schedule:

No pre-determined schedule

Individual Tasks:

- Actively meet league members and discuss volunteer opportunities.
- Call pre-registered volunteers and assign volunteer hours.
- Connect Board members with volunteers.
- Document follow-through on volunteer activities.

Related Documents:

None

6/26/2006