

Beavercreek Soccer Association Recreation League**APPENDIX B: VOLUNTEERS**

The Beavercreek Soccer Association is an organization run entirely by its participants. Volunteers are needed to operate and maintain this program in every aspect that continues to grow every year. The following is a list of the key positions that are vital to this program.

Coaches / Assistant Coaches 9 - 10 hours a week Duties: Develop soccer skills and team dynamics. Prepare our children to participate in organized soccer games. Make it fun!

Assistant League Director. Up to 20 hours from mid-July to start of fall season in September; 1 - 2 hours a month during season; Up to 20 hours during Feb - Mar in preparation for Spring season. Duties: Assist league director. Specific duties will vary by league but could include: coach recruitment, team formation, schedule preparation, and information distribution.

Publicity and Promotion. Up to 10 hours organizing each event; 1 - 2 hour shifts during BSA events Duties: Help with planning and organizing of community events such as Homecoming Parade, Popcorn Festival, Fall clothing sale, Tent Sale/Shoe Swap, July 4th Parade/Picnic in the Park, BSA fundraisers and development of the BSA newsletter at least once a season.

Registration Helper. 2 -3 hours during on-site registration days 10 - 12 hours during the peak registration periods (July and February) Duties: Assist registrars during in-person registration periods; assist with data entry for the BSA database.

Referee Coordinator. 1 hour a week or 2 hours on Saturday Duties: Using lists provided, check and pay assigned referees; assign and pay referees that just "show-up", monitor referee performance.

Picture Day Coordinator. 4 hours over 2 months preparation time plus support on picture days. Duties: Establish picture days with photographer; determine picture taking location. Develop team schedules for each league. Monitor progress and schedule on shooting days.

Picture Day Helpers. Assist the photographers in lining up teams, collect money envelopes, keep the teams moving.

Equipment Ordering, Receipt, and Distribution. 2 hours in June; 2-4 hours in August; 8 - 10 hours in preparation for Spring season and initial planning for the next season. Duties: Determine existing inventory; contact prospective vendors; get samples; meet with league directors to get specific requirements; place orders; verify order upon receipt; distribute order to appropriate directors.

Field Maintenance. 2 - 3 hours a week Duties: General upkeep including trash pick-up, mowing inside goals, and between trees, and other areas where the tractors can't get. Laying out the fields and painting lines. Putting up and taking down nets. Painting goals. Cleaning the barn.

Concession Stand Coordinators. 3 hours Duties: Opening and closing on a weeknight; opening or closing on Saturday. Make sure league help is there. Oversee the operation on assigned day.

Grill Operators. 2 - 4 hours on a Saturday (10:30 - 2:00) Duties: Prepare hot-dogs, and sausages for sale at concession stand.