

<b>Position/Major Responsibilities</b>	<b>Open/Filled</b>	<b>When?</b>	<b>Workload</b>	<b>Notes</b>
<b>BOARD MEMBER</b> -Responsible for oversight of Club and officers	Filled	Year Round	Medium	Board meetings held once a month
<b>PRESIDENT</b> -Direct overall activities of Club -Act as focal point for business with outside parties (e.g.City of Mentor, Mentor City Council, OYSAN, other cities, etc.) -Oversees administrative support areas, VP of Rec, VP of Wave and Director of Coaching	Filled	Year Round	High	
<b>VP OF WAVE ACADEMY SOCCER</b> -Lead Mgt team (with D.O.C. and Board) responsible for overall Wave program -Direct activities of League Reps and Team Mgrs. -Oversee coaches handout and equipment -Establishes Wave practice schedule	Filled	Year Round	High	
<b>VP REC SOCCER</b> -Responsible for overall Rec program -Direct activities of Rec Commissioners and coaches -Direct activities of Rec All-Star and Tournament staff -Oversee Rec coach handout and equipment -Maintain Rec game and practice schedule -Coordinate annual player tryouts	Filled	Year Round	High	
<b>DIRECTOR OF COACHING (D.O.C)</b> -Responsible for all coaches in Club -Part of Mgt team for Wave program -Directs activities of all Wave coaches -Establishes coaching guidelines -Responsible for Wave team formation, player evaluations, coach evaluations, recruiting new coaches and training formats	Filled	Year Round	High	
<b>TREASURER</b> -Maintain financial records -Process all checks and deposits -Prepare financial reports for Board meetings -Responsible for overall financial status of Club	Filled	Year Round	Medium	General Accounting and QuickBooks knowledge helpful
<b>SECRETARY</b> -Handle Board meeting minutes -Maintain Club calendar	Filled	Year Round	Low	Board meetings held once a month
<b>CHAIRMAN OF THE BOARD</b> -Runs monthly Board meeting -Oversees Secretary for minutes and schedules	Filled	Year Round	Low	Board meetings held once a month
<b>WEBMASTER</b> -Maintain website -Provide and maintain security access for users -Research and recommend new technology solutions as needed -Conduct yearly surveys and compile results -Maintain Club Twitter account	Filled	Year Round	High	
<b>DIRECTOR OF COMMUNICATIONS</b> -Produce monthly e-newsletter -Maintain Club Facebook account -Produce Club correspondence when required	Filled	Year Round	High	
<b>FIELD &amp; FACILITY COORDINATOR</b> -Liaison to City of Mentor and MOTL for field & facility issues -Obtain field permits and ensure proper goals are in	Filled	Year Round	High	

place -Oversee lining of fields -Inspect fields as necessary				
<b>EQUIPMENT COORDINATOR</b> -Inventory equipment at beginning of each season -Order new equipment as necessary -Conduct equipment turn-in and handout -Recommend changes to equipment vendor if necessary	Filled	Beginning each season and end of spring season	Medium	
<b>WAVE UNIFORM COORDINATOR</b> -Work with vendor for Wave uniform kits -Enter players and numbers into uniform website -Ensure uniform order emails go out -Respond to all uniform related emails	Filled	Year Round (heaviest in June-Aug)	Medium	
<b>FUNDRAISING COORDINATOR</b> -Responsible for overall fundraising direction/efforts of Club -Work with fundraising vendors -Coordinate distribution/collection processes -Recommend new fundraising ideas	Open	Year Round	Medium	
<b>SPONSORSHIP COORDINATOR</b> -Solicit businesses for sponsorship -Generate and implement ideas to increase sponsorship proceeds	Open	June to mid-July	Medium	
<b>DIRECTOR OF MARKETING</b> -Develop and implement ideas to increase membership -Expand Club name around NE Ohio -Develop and implement ideas for community involvement of Club	Open	Year Round	Medium	
<b>REGISTRAR</b> -Oversee all aspects related to registration of players -Respond to emails related to registration	Filled	Year Round (heaviest in June-Aug)	High	
<b>SPIRITWEAR COORDINATOR</b> -Work with vendor for selection and sale of spiritwear -Place bulk orders when needed -Generates and implements ideas to increase apparel sales	Filled	Year Round	Low	
<b>VOLUNTEER RECRUITER</b> -Contact members to discuss volunteer opportunities -Fill open positions -Maintain record of family volunteer efforts -Maintain volunteer job descriptions	Filled	Year Round	Low	
<b>REC COMMISSIONERS</b> -Responsible for oversight of division -Handle team information, recruit coaches, communication with coaches and research incidents -form teams each season -Assist in coach equipment handout and collection U5/U6 commissioner will have additional duties	Open	During Season (heaviest in July)	Medium	Contact Amy Myers at <a href="mailto:rec@mentorsoccerclub.com">rec@mentorsoccerclub.com</a> for more information on openings by age division
<b>REFEREE RECRUITER/TRAINER</b> -Recruit new referees -Train and supervise referees -attend League meetings when necessary	Filled	Year Round	Medium	
<b>REFEREE SCHEDULER</b>	Filled	Each Season	Medium	

-Schedule referees for each Rec game and track -ensure payments are made to referees		(heavy in beginning)		
<b>PICTURE COORDINATOR</b> -Schedule date/time with facility and photographer -Attend photo day to help troubleshoot -Distribute pictures -Recommend changes to picture vendor, if necessary	Filled	Beginning of Fall season	Low	
<b>REC ALL-STAR DAY COORDINATOR</b> -Plan and run All-Star game day including game schedule, referees, awards, uniforms and vendors -recruit helpers	Filled	May-June	Medium	
<b>REC ALL-STAR HELPERS</b> -Help with activities such as field marshals, concessions, apparel sales, etc	Open	All-Star Weekend	Low	3 Hour Shifts
<b>REC TOURNAMENT DIRECTOR</b> -Plan and run Rec Tournament including game schedule, referees, awards, uniforms and vendors -recruit helpers	Filled	End of Spring season	Medium	
<b>REC TOURNAMENT HELPERS</b> -Help with activities such as field marshals, concessions, apparel sales, etc	Open	Tournament Weekend	Low	3 Hour Shifts
<b>MSC 4V4 FESTIVAL COORDINATOR</b> -Plan and run 4v4 indoor Tournament including game schedule, referees, awards, vendors and facilities -Recruit helpers -Solicit businesses and members for raffle prizes and basket auction -Promote tournament to outside cities	Open	Dec-Mar	High	
<b>MSC 4V4 TOURNAMENT HELPERS</b> -Help with activities such as concessions, apparel sales, raffle sales, etc.	Open	Tournament Weekend	Low	3 Hour Shifts
<b>BOYS TRAVEL LEAGUE REP</b> -Handle all OASL league administration such as registrations, scheduling and game changes -attend periodic rep and league meetings	Filled	Mainly June – July	Medium	
<b>GIRLS TRAVEL LEAGUE REP</b> -Handle all OHTSL league administration such as registrations, scheduling and game changes -attend periodic rep and league meetings	Filled	Mainly June – July	Medium	
<b>STATE LEAGUE REP</b> -Handle all State league (OYSAN) administration such as registration, scheduling and game changes Attend periodic rep and league meetings	Filled	Mainly June – July	Medium	
<b>WAVE TEAM MANAGERS</b> -Schedule games -Be liaison between coach and parents -Handle all team communication, such as practice times, game times, etc.	Open	During Season	Medium	
<b>COACH CERTIFICATION COORDINATOR</b> -Maintains tracking to ensure all coaches are certified for concussion training.	Filled	August	Low	
<b>FIELD AVAILABILITY COORDINATOR</b> -Create on online document that is shared by all coaches for field availability	Filled	August	Low	