

# Northern Lights Soccer Club

## Volunteer Position Job Description

### **Job Title: Recreational Age Group Director**

**Purpose:** The position of Recreational Age Group Director serves as an important role within the NLSC to support, stabilize and strengthen our Recreational Soccer program.

### **Key Responsibilities:**

- Attend all monthly NLSC Committee meetings (once per month, approx 2 hours).
- Recruits coaches and assures all recreational teams have coaches
- Assists during registration and the first few weeks of the season to ensure a smooth start.
- With direction from Recreational Director, administers league per established rules.
- Obtain from each coach, a copy of each team's signed Code of Conduct and submit to Recreational Program Director prior to the start of the season.
- Assists Recreational Director and Equipment Director in the assembly of coaches' bags and coaches' documentation folder.
- Identifies potential future parent volunteers
- Works with Player Development Director to identify and recruit players for the competitive program
- Mediate disputes between coaches and/or fans
- Assist Recreational Director as needed to establish team rosters.
- Maintains open line of communication to recreational director and recreational coaches.
- Maintain electronic copies of all activities and files in NLS preferred software format. Also maintain hardcopy records of receipts, orders, invoices, quotes, inventories and all other financial transactions.
- Document standard procedures for job position as well as a calendar year timeline of activities.
- Other duties as assigned.

**Reports to:** Recreational Director, NLSC Director of Operations; Northern Lights Soccer Club Committee as a non-voting member of the board. Also reports to the Recreational Committee.

**Length of Appointment:** The Recreational Age Group Director term is for a period of one year.

**Time Commitment:** Approximate time commitment is 5 hours per week and will vary based upon the month of the year.

**Qualifications:** Strong writing and organizational skills; knowledge of computers with data entry, word processing and email capability are mandatory. Pleasant manner, patience, problem-solving ability, dependability and well-spoken individuals are required. Must be self-motivated and require minimal supervision or oversight. Candidate must pass criminal background check to be eligible for consideration.

**Support:** Training for this position will be provided.

**Age Requirement:** 18 years of age