

## Norwood Youth Soccer

### Volunteer Coordinator

#### Responsibilities:

- Maintain a contact list, preferably with email, of potential volunteers (i.e every parent with a child in the program)
- Coordinate individuals to volunteer in the snack shack, cleat swap, and other events as necessary.
- Send an introductory email, explaining who you are and why you will be contacting them periodically. Outline upcoming events or ongoing requirements.
- Send an email requesting volunteers approximately 2 weeks or more prior to a specific event, detailing the help required.
- Follow-up 1 week prior to the event to remind those who have already responded and to solicit more if required.
- Maintain a list of respondents and note individual requests if necessary.
- Create a list of jobs and assign volunteers, accommodating specific requests. (I have found that people respond well to being given a specific task, as opposed to just being asked to help in general.)
- Attend the event, if possible, to greet volunteers and coordinate efforts. (For ongoing positions such as snack shack, this would not be necessary).
- After the events (or season) email the specific volunteers to thank them.