

Walkerton Minor Soccer Volunteer Jobs

Coach (1 per team)

- Instruct individuals/group with the rules of the games, strategies and specific ways of moving body, hands and feet in order to achieve results
- Analyze the strengths and weaknesses of individuals and to work with these qualities
- Develop and arrange practice and game schedules
- Serve as organizer, leader and instructor
- Provide training, direction, encouragement and motivation in order to prepare for practices and games
- Be a positive influence and role model for the group and individuals

Assistant Coaches

- Assistant coach in above duties
- Assume coach duties as required.

Parent Liaison – SWRSL (1-2 per team)

- One or two parents that will be the contact for the Walkerton Minor Soccer Executive
- Contact Field Coordinator to ensure that fields are cut and lined for games
- Hold the current schedule
- Contact Ref Coordinator (or ensure that coach does) to coordinate referees
- If games are cancelled, contact (or ensure that coach does) Ref Coordinator
- Attend any emergent meetings during the summer on behalf of the team
- Attend the Walkerton Minor Soccer AGM in September
- Update WMS Executive of any emergent issues that require assistance

Clothing Coordinator (1 – 3 positions)

- Assist with coordinating the sale and distribution of Walkerton FC Clothing, during registration in summer and autumn, tournaments and Coach Appreciation (if required)

Volunteer Coordinator (1 per team AND 1 for WMS)

- Assist coach with documenting parent volunteering on your team by creating a list of parents (only one volunteer per child is required) and documenting when parents have satisfied performing a volunteer act
- Send list to WMS Executive so that cheques can be destroyed

Team Reporter (1-2 per team)

- Send in regular reports (ideally weekly) to Walkerton Herald Times (sports@walkerton.com and Website (info@walkertonsoccer.ca)
- Work with WMS regarding privacy rules

Team Photo Coordinator (1 per team, 1 for WMS)

- Liaise with WMS photo coordinator to collect and distribute photo envelopes for your team
- Notify WMS photo coordinator is scheduled date is not applicable and arrange for a mutually agreed upon date
- Liaise with WMS photo coordinator to distribute photos when complete.

Website Assistant (1-2)

- Assist in maintaining the WMS website.
- May involve co-ordinating articles & write-ups, photos, corresponding with Team reporters

Sponsorship (3 – 5 for WMS)

- Act as a representative of Walkerton Minor Soccer to arrange for sponsorship of Walkerton Minor Soccer teams
- Distribute and collect yearly contracts and forward to WMS President
- Actively communicate with existing sponsors by sending photos, team updates, scoring info etc
- Distribute photo plaques at the end of the year

Tournament Help – Walkerton hosting (4 parents per team in tournament – example U8, 5 teams, 20 parents), Walkerton attending (1 parent)

- Assist with setting up tournament tent, garbage, nets, flags, tables, posters
- Assist with arranging for food, snacks (if required)
- Assist portable toilet volunteer with arranging for toilets
- Assist with clean up
- If attending out of town tournament – assist coach or by volunteering to assist host town

Knights of Columbus Penalty Kick Challenge (10-15 individuals)

- Assist in administering the KofC Penalty Kick Challenge (similar to KofC Free Throw Contest for basketball)
- At field/school, accept entries, administer/judge/record the kicks and points, ball control, award presentation assistance
- One Day for local competition (in June)
- May have additional people for regional competition

BBQ/Coach Appreciation Day (10)

- Assist with set up (tents, garbage, games, activities)
- Assist with arranging for food, snacks
- Assist portable toilet volunteer with arranging for toilets
- Assist with clean up

Registration Assistant (3-5)

- Distribute last year's receipts
- Distribute and collect registration forms
- Ensure every one has 3 cheques, 1 for registration, 1 for Jersey deposit and 1 for volunteer fee. File appropriately
- File the forms by age group
- Tally forms by age group and g/b for U12 and older

Receipt Assistant (1 per team)

- Distribute receipts at end of year and return volunteer cheques/jersey cheques

Snack Coordinator (1 per team)

- Determine if team is going to have snacks by asking parents at first practice
- Make a list of parents and practice/game dates (depending on when there will be snacks)
- Assign a date for each parent – suggest at least two parents for tournament day

Portable Toilet Manager (1)

- Arrange for portable toilets at Brant Secondary School and WDSS by calling C&P Portable Toilets - PE Inglis Holdings, Teeswater, 1-800-834-4414
- Arrange to have invoices sent to the President of Walkerton Minor Soccer
- Ensure that you notify them of all tournament dates
- 2 toilets are required at each location
- Toilets need to be there by the first practice in May and removed after the last tournament/game in August.
- If we have SWRSL teams (use parent liaison), you will have to check when their last game is at WDSS as Lakeshore does not use WDSS.

Equipment Inventory Helpers (2-3 Persons)

- 2-4 hours
- Pick up team bags from storage shed
- Go through the team bags to update inventory ie. 1st aid kits, cold packs, jerseys
- Sort/inflate soccer balls into team bags

Storage Bin Builder (1 person)

- 2-4 hours
- Experienced carpenter/framer to build simple storage bins for soccer balls and bags in storage shed

Field Manager Assistant (2 persons per week for the season-1 @ Brant, 1 @ Lobie's)

- 2-4 hours
- Inspect/walk-over the fields at Lobie's or Brant for safety/playability
- Check soccer nets for holes, tie strips and safety anchors

- Touch up lines with paint sprayer where needed

Field Set-Up Assistants for Paul Charette (2 persons in the spring pre-season)

- 4 hours
- Assist Paul Charette with the initial measuring, lining and set up at Brant and Lobie's

Team Ref Coordinator

- contact the referee coordinator for WMS for the referee schedule
- call the referees on a weekly basis to confirm their attendance for your game
- communicate with the referee coordinator when referees do not show up or when there are comments about referee performance

Team Phone List/Email Coordinator

- compile a list of every player's name, parent names, phone number and/or email contact
- relay information from the coach to team members regarding last minute practice and/or game changes

Snack Coordinator

- if coach deems it acceptable to have snacks at games/practices, compile a schedule for team members to bring a snack to a particular game and/or practice

Post-game Clean Up

- ensure that ALL garbage and recyclables are picked up off the field and surrounding area after every practice and game
- place items in the appropriate container