

20th FSS YOUTH CENTER – SPORTS OFFICE VOLUNTEER POSITION DESCRIPTION

POSITION TITLE: Sports Program Office Assistant
ORGANIZATION: Youth Center
CONTACT PERSON: Deborah MacQueen
PHONE: 5-2251
WORK LOCATION: Building # 2444
ADDRESS: 322 Laurel St

HOURS NEEDED: Flexible
DAYS NEEDED: Monday – Sat
START DATE: ASAP

VOLUNTEER DUTIES:

1. Assist with ensuring officials, equipment and facilities are available for sporting events
2. Assist coordinating, scheduling and planning various sporting events
3. Record statistics for events
4. Report standing and special events to publicity personnel
5. Assist with preparing playing fields/facilities for competition
6. Assist with performing safety inspections of equipment, field and outdoor areas and reports any deficiencies found to the sports director

SPECIAL REQUIREMENTS:

1. Ability to adhere to rules and guidelines
2. Work well with others

ADVANTAGES FOR VOLUNTEERS WORKING IN YOUR ORGANIZATION

1. Opportunity to meet other people

TRAINING:

1. Will train volunteer on office operations
2. One-on-one instruction

Signature of Volunteer

Date

Signature of Volunteer Supervisor

Date