



Position Title: Volunteer Coordinator  
Reports To: President (Board Member)  
Position Summary: Volunteer

### Primary Duties and Responsibilities:

- Coordinate required volunteers for all applicable Sacramento United events/tournaments
- Coordinate with Club President to confirm volunteer schedule for each event/tournament
- Create volunteer schedule for events/tournaments and post to DIBS
- Club communications to volunteers to sign up for events/tournaments
- Coordinate works with Director Of Membership on fee modification for families supporting events/tournaments
- Create sign in sheets for events/tournaments and provide to Site Administrator
- Obtain completed sign in sheets after events/tournaments from Site Administrator
- Update volunteer hours in DIBS based on sign in sheets
- Provide ad hoc reporting as requested
- Club communications to volunteers with reminder of volunteer policy and request to review hours completed (July, September, October, and December)
- Provide club report annually to Board reporting families who did not meet the volunteer requirement (December/January)
- Respond to all inquiries from the Board or families regarding volunteer hours
- Attend some Board Meetings
- Attend all Tournament Committee Meetings