



POSITION DESCRIPTION AND DUTIES

VOLUNTEER LIAISON:

The powers and duties of the volunteer liaison shall be to:

- Recruit volunteers and coaches for open positions within the league. This includes cheer and flag coaches as requested by head coaches or applicable coordinator.
- Work with the secretary to open volunteer registration.
- Maintain a database of all coaches and volunteers cleared for league activities (i.e. registration complete, background check cleared, required trainings and certifications up to date, etc.)
- Manage KGK volunteer badges.
- Act as the league contact for USA Football and coordinate USA football and league specific training for all league coaches and volunteers.
- Ensure all coaching personnel and volunteers are appropriately certified before instructing any athlete in practice, scrimmages, or games
- Sign up for and assist at in person registration events based on the staffing needs of the league.
- Sign up for and complete a number of field monitor shifts throughout the season based on the needs of the league.
- Voting Member

In the event that this position remains unfilled, the duties of this position shall be divided up by the Executive Committee as follows:

- Duties relating to volunteer registration will be the responsibility of the secretary.
- Duties relating to badging and volunteer database will be the responsibility of the secretary.
- Duties relating to training and USA Football coordination will be the responsibility of the President.
- Duties relating to recruitment will be the responsibility of the Vice President.

This position is a member of the Board of Directors with full voting member rights.