

EASTVIEW 6TH MAN CLUB - VOLUNTEER POSITIONS & DESCRIPTIONS

Volunteer Role	Description of Duties	Name	Timeline
Web Master	Manage and update Eastview-hoops.org	Carl Scales	Year Round
Concessions - Beverage Coordinator	<p>Purchase all beverages for home games, special night events and tournaments.</p> <p>Beverages – water, coke products, Gatorade Purchase popcorn, popcorn tubs for home games and tournaments</p> <p>Delivery of all beverages and popcorn to EVHS concession area</p> <p>Inventory of beverages after each home game</p>	Mike Adams Zainab Hassan	Season and Tournaments
Concessions - Food Coordinator	<p>Purchase all food items for home games and tournaments.</p> <p>Food Items – chips, hotdogs, cookies, candy, snacks, etc.</p> <p>Delivery of all food items to EVHS concessions area .</p> <p>Inventory of food products after home games.</p>	Mike Adams Zainab Hassan	Season and Tournaments
Concessions -Game Day Coordinator	<p>Responsibilities include:</p> <p>Ordering and picking up pizzas and subs</p> <p>Delivery of pizzas and subs to EVHS concessions area.</p> <p>Help with set up of concessions stand after delivery. (5:00)</p> <p>Training of new parents on how the concession area works</p> <p>Ensure concession stand runs smoothly during all home games.</p> <p>Help with clean up and restocking of all product after varsity game.</p> <p>Ensure all appliances are unplugged and left clean.</p>	Mike Adams Zainab Hassan	Season and Tournaments
Concessions Scheduler	Manage Dibs and Concessions Volunteers		Season
Season Program Ads*	Manage, solicit and secure community donors	Jenny Mattson*	late summer-fall
Program Co-Coordinators	Work with Student Designers, Photographers, Ads, Printer to create program	Kellie Scales Kathy Bolger	Fall
* 2019-20 Senior Parent is fulfilling volunteer role, replacement will be needed for 2020-21 Season			

EASTVIEW 6TH MAN CLUB - VOLUNTEER POSITIONS & DESCRIPTIONS, cont.

Volunteer Role	Description of Duties	Name	Timeline
MYAS Tournament Coordinator	Coordinate with MYAS/Schedule volunteer shifts and Dibs		Spring Season
Game Day Coordinator	Special Nights, Anthem Singers, 1/2 time (Parent Night, Teacher Appreciation Night, Senior Night)		Season
Game Day Co-Coordinator*	Special Nights, Anthem Singers, 1/2 time (Parent Night, Teacher Appreciation Night, Senior Night)		Season
Game Day Co-Coordinator	Special Nights, Anthem Singers, 1/2 time (Parent Night, Teacher Appreciation Night, Senior Night)		Season
Social Media Coordinator*	Manage and update Social Media accounts (currently Twitter)	Sara Kosiorek	Season - TBD year round
EV Display Case Designer*	Design and decorate EV Bball display case		Season
Gear/Logowear Coordinator	Create and order season themed t-shirts and sweatshirts		Fall & TBD Post Season
Photographer	Capture game photos and share on media	Kathy Bolger	Season
EVAA Liason	Set-up EVAA Team nights/EVAA Pizza Night		Season
JV/V Team Liason*	Connect with parents, coordinate pasta dinners donations/volunteers		Season
Sophomore Team Liason	Connect with Team's parents , PAK Parties and end of season banquet		Season
Freshman Team Liason	Connect with Team's parents , PAK Parties and end of season banquet	Jenny Mattson Kathy Week	Season
V/JV Banquet Co-Coordinator*	Select venue and food, gifts for coaches/players and decorations	Kathy Bolger Kellie Scales	Season
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