

SYSA Volunteer Positions

JOB	DUTIES [SKILLS NEEDED]	REPORT TO	TERM	TIME COMMITMENT
Board of Trustees	<ul style="list-style-type: none"> Long-term continuity and success of SYSA Officers include President, Vice President, Secretary, Treasurer, Registrar, and Program Directors 		2	
Coaching	<ul style="list-style-type: none"> Coach practices & games following SYSA Curriculum [Positive attitude for encouraging children to learn & have fun playing soccer. Details in Member Manual] Child plays for free Attend SYSA training & preseason meeting Share the Boys and Girls Travel Directors duties in meeting all the requirements of our league affiliates and assuring the programs run according to SYSA policies [Computer literacy] 	Director of Coaching	2	Significant – 3 times per week during the fall, winter and spring seasons Major & essential Almost year round
Head Coaches Travel Teams		President		
Assistant Coaches Travel Teams		Director of Coaching	1	Significant – 3 times per week during the fall, winter & spring seasons
Co-Coaches Challenge Teams	<ul style="list-style-type: none"> Lead the players in learning, playing & having fun playing soccer Attend the coaches curriculum training & preseason meeting 	Director of Coaching	1	Moderate – 2 times per week during fall & spring
Program Directors	<ul style="list-style-type: none"> Share the Boys and Girls Travel Directors duties in meeting all the requirements of our league affiliates and assuring the programs run according to SYSA policies [Computer literacy] 	President	2	Major & essential Almost year round
Co-Travel Directors				
Co-PFC Director	* Meet all the requirements of our league affiliates and assure the programs run according to SYSA policies [Computer literacy]	President	2	Major & essential Almost year round
Indoor Soccer Director	<ul style="list-style-type: none"> Send out registration forms, collect fees, assign indoor space, initiate payment for facilities & coaches for PFC and Travel Programs. Liaison between facilities & SYSA 	President	2	Moderate – before & during winter season
Co-Indoor Coordinator	<ul style="list-style-type: none"> Assist Coaches and Travel Directors in creating indoor practice schedules and final team rosters. Needed for PFC and Travel Programs. Assure that each team has a manager Maintain player database and distribute SYSA communications to players, coaches and managers. 	Program Directors	2	Moderate – before & during winter season
Girls High School Spring League Director	<ul style="list-style-type: none"> Register players and coaches, collect fees, schedule skills clinics and games, and handle communications for a SYSA in house competitive league with players and coaches from all over NE Ohio. Assure compliance with Ohio High School Athletic Association. 	President	2	Moderate – late winter through spring

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Mini-Kickers Manager	<ul style="list-style-type: none"> Maintain player database and liase between coaching staff and families. 	Director of Coaching	2	Moderate - Fall and Spring.
Program Directors in Training	<ul style="list-style-type: none"> Provide assistance and support to Program Directors with the goal of assuming shared 	Program Directors	1	Moderate – almost year around
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Support Positions	<ul style="list-style-type: none"> Implement the Try Out Plan and manage all the logistics and forms. Needed for both Travel and PFC programs. 	Board	2	Significant – starts in, January most in April
Try Out Coordinators				
Treasurer	<ul style="list-style-type: none"> Maintain financial records for SYSA and fiscal accountability as described in the SYSA Financial Policy. Responsible for day to day financial transactions. 	President	2	Major and essential – almost year around.
Volunteer Coordinator	<ul style="list-style-type: none"> Maintain database of volunteers and their volunteer efforts. Provide directors, managers and coordinators with volunteers when required. Notify SYSA volunteers of their assignments. 	Program Directors	1	Fair to Easy – during playing seasons
Referee Manager	<ul style="list-style-type: none"> Schedule referees for each game, train for SYSA Challenge game rules Calculate referees pay with SYSA funds Schedule and organize a referee certification class in Shaker through the GCSOA 	President	2	Fair to Easy – Fall & Spring
Uniform Coordinator	<ul style="list-style-type: none"> Assign and keep track of player uniform numbers. Assist Team Uniform Managers as needed. Assist members with all uniform orders placed outside of annual team order. 	Program Directors	1	Easy – summer – early fall
Team Managers	<ul style="list-style-type: none"> Liaison between Travel, Challenge or PFC Directors and team Distribute rosters and game, practice and snack schedules Establish weekly communication with team providing diriving directions, game confirmations and practice changes. Needed for both Outdoor and Indoor sessions 	Program Directors	1	Fair – during playing season travel position has more duties
Team Uniform Managers	<ul style="list-style-type: none"> Collate, and place, team uniform orders. secure payment from SYSA Treasurer. Distribute orders at start of season. Needed for each Challenge, Travel and PFC team 	Uniform Coordinator	1	Easy – only in summer & early fall

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Team Tournament Manager	<ul style="list-style-type: none"> • Select a tournament each season with coach's assistance and determine team availability • Register team and pay tournament fees in advance of tournament. Distribute schedule, driving directions, field maps, etc. to team • Needed for both Fall and Spring Seasons 	Team Manager & Program Directors	1	Easy
Equipment Manager	<ul style="list-style-type: none"> • Collect equipment at end of season • Asses team equipment needs, order, label & distribute at start of season. • Maintain inventory of equipment 	President	2	Fair – only in summer & early fall
Photo Coordinators	<ul style="list-style-type: none"> • Schedule photographer & teams for photos for Challenge, Travel and PFC programs. • Take & distribute orders 	Board	2	Easy – once per year
Events Manager	<ul style="list-style-type: none"> • Organize program events such as mini-tournament, end of year soccer festival or social gathering 	Program Directors	1	Light – end of year most likely
Trophy Coordinators	<ul style="list-style-type: none"> • Confirm and order trophies • Distribute trophies to each team 	Program Directors	2	Fair to Easy – spring only
Done in a Day projects	<ul style="list-style-type: none"> • Copiers, Mailers, Data Entry (Just after registration in June need Excel proficiency), Publicity Helpers (distribute flyers), Opening Day Helpers, Volunteer Callers, Field Preparation Workers. Assist at registration and tryouts. 	As needed	1	Very easy – 2-3 times per year

SYSA is always in need of highly skilled professionals willing to volunteer their expertise for a number of highly specialized jobs such as web designer, tax accountants, and lawyers to review contracts with the city for the fields we use.