

# St. Joseph Homeschool Defenders - Volunteer Role Handbook

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## **Board President**

Purpose: Provide leadership and direction for the board and organization.

Time Commitment: ~4–6 hours/month

Responsibilities:

- Chair board meetings (monthly or quarterly, as needed).
- Guide strategic decisions and resolve disputes.
- Represent the organization publicly (partnerships, community).
- Ensure board members are engaged and fulfilling duties.

Skills Needed: Leadership, communication, organizational oversight.

## **Vice President**

Purpose: Support the President and provide leadership continuity.

Time Commitment: ~2–4 hours/month

Responsibilities:

- Step in for the President when needed.
- Assist with board leadership and committee oversight.
- Support board projects or initiatives as assigned.

Skills Needed: Leadership, flexibility, supportive team player.

## **Treasurer**

Purpose: Ensure financial accountability and transparency.

Time Commitment: ~4–6 hours/month in-season, ~2 hours off-season, ~2-4 hours yearly for IRS filing

Responsibilities:

### Financial Management

- Collect player dues and reconcile accounts.
- Manage bank deposits, payments, and reimbursements.
- Oversee Admissions & Concessions Coordinators and ensure proper cash handling (including two-person rule).
- Prepare monthly/quarterly financial reports for the board.
- Maintain accurate bank records and seasonal budgets.

### Compliance (IRS & State)

- Serve as the primary contact for IRS correspondence.
- File the organization's annual Form 990/990-N on time.
- Maintain digital archives of filings, notices, and financial documents.
- File any required state annual reports (if applicable).
- Keep IRS contact information up to date.

### Record Keeping & Transition

- Organize all financial records for easy handoff.
- Update access, passwords, and documentation when the role changes.

Skills Needed: Attention to detail, bookkeeping, financial integrity.

## **Secretary / Communications Lead**

Purpose: Keep records and ensure clear communication with families.

Time Commitment: ~3–4 hours/month (Secretary) + 1–2 hours/week during season (Communications Lead)

### Responsibilities:

- Take and distribute board meeting minutes.
- Track bylaws, insurance, contracts, and renewal deadlines.
- Maintain TeamSideline with updated announcements.
- Post results/rosters to MaxPreps and Teamsideline.
- Oversee website and social media updates.

- Answer general inquiries and direct to appropriate role.

Skills Needed: Organized, reliable, good communicator, comfortable with online tools.

### **Safety & Insurance Officer**

Purpose: Ensure athlete safety and insurance compliance.

Time Commitment: ~2–3 hours/month + on-call for incidents

Responsibilities:

- Collect and verify medical waivers.
- Ensure concussion & injury protocols are followed.
- Maintain incident report log.
- Track insurance renewal dates and coordinate with provider.
- Work with Treasurer for premium payments and Board for approval.

Skills Needed: Detail-oriented, proactive, understands risk management.

### **Equipment Coordinator**

Purpose: Provide teams with the gear and equipment needed to compete.

Time Commitment: ~2–3 hours/week in-season, ~1 hour off-season

Responsibilities:

- Maintain inventory (balls, gear, first aid kits).
- Order/replace equipment as needed (within budget).
- Size and distribute uniforms or coordinate with Uniforms Volunteers (if applicable).
- Support coaches and teams with equipment needs.

Skills Needed: Organized, resourceful, hands-on problem solver.

### **Game Day Board Member in Charge**

Purpose: Act as the on-site authority during home games.

Time Commitment: ~4–6 hours per assigned game day

Responsibilities:

- Arrive early to oversee facility readiness.
- Greet officials, confirm assignments, and ensure they are paid.
- Check in with Admissions, Concessions, and Team Managers to ensure volunteers and materials are in place.
- Greet visiting teams and ensure they know where to go (locker rooms, warm-up areas, benches).
- Handle on-the-spot issues (facilities, unruly fans, officials, emergencies).
- Coordinate with the Safety & Insurance Officer in case of injuries or incidents.
- Oversee post-game cleanup and ensure facility is returned to proper condition.
- Verify Admissions and Concessions Coordinators each counted money with a second volunteer, sealed funds in envelopes, and included deposit slips.
- Collect sealed envelopes from Admissions and Concessions and deposit them together in bank night deposit box the same evening.
- Report back to the board with financial notes and any issues or incidents.

Skills Needed: Calm under pressure, decisive, familiar with game operations.

## **Admissions Coordinator**

Purpose: Oversee gate admissions for home games.

Time Commitment: ~2–3 hours per home game + ~1 hour/week scheduling

Responsibilities:

- Recruit and schedule gate volunteers for each home game.
- Set up admissions table, cash box, or QR payments.
- Train workers on the pricing, procedures, and reporting.
- Ensure count of admissions money follows two-person rule.
- Complete admissions deposit and seal funds in a labeled envelope. Report amount to Treasurer.
- Hand sealed envelope to Game Day Board Member in Charge for night deposit.

Skills Needed: Reliable, detail-oriented, trustworthy with money.

## **Concessions Coordinator**

Purpose: Run concession sales at home games to support program funding.

Time Commitment: ~3–4 hours per home game + ~1 hour/week stocking

Responsibilities:

- Plan and stock concession stand (snacks, drinks, paper goods, etc.).
- Maintain inventory and restock weekly.
- Recruit and schedule concession workers.
- Ensure cleanliness and food safety standards.
- Ensure count of concession money follows two-person rule.
- Complete concessions deposit and seal funds in a labeled envelope. Report amount to the Treasurer.
- Hand sealed envelope to Game Day Board Member in Charge for night deposit.

Skills Needed: Organized, reliable, basic food handling knowledge, trustworthy with money.

## **Athletic Director**

Purpose: Manage day-to-day athletic operations across all sports.

Time Commitment: ~5–8 hours/week in-season, ~2–3 off-season

Responsibilities:

- Supervise Sport Schedulers, Coaches, and Team Managers.
- Oversee facility bookings and practice/game schedules.
- Confirm officials, facilities, and opponents (via schedulers).
- Support coaches with rosters and competitive needs.
- Liaise with Treasurer for operational expenses (officials, facilities).

Skills Needed: Strong organizational and people management skills.

## **Sport Scheduler**

Purpose: Ensure facilities and opponents are booked and confirmed.

Time Commitment: ~1–2 hours/week during season (more at season start)

Responsibilities:

- Book practices (fields, gyms, courses) based on team needs.
- Update TeamSideline with current practice and game schedules.
- Confirm officials, facility availability, and opponent attendance one week before each game.
- Resolve any missing items (reschedule, ref assignor follow-up, facility adjustment) at least 3 days before each game.
- Communicate cancellations, postponements, or reschedules promptly to Team Managers, Coaches, and Athletic Director.
- Provide final confirmation email/text to Coaches & Team Managers at least 2 days before each game.

Skills Needed: Organized, responsive communicator.

## Coach

Purpose: Develop players' skills, teamwork, sportsmanship, and character while leading practices and games.

Time Commitment: ~5–7 hours/week (practices, games, and planning)

Responsibilities:

- Plan and lead practices and games.
- Develop players' skills in alignment with program philosophy.
- Confirm roster accuracy with Team Manager before season and each game.
- Verify final scores with Team Manager for reporting to Secretary/Communications Lead.
- Mentor athletes in sportsmanship, discipline, teamwork, and tenacity.
- Communicate with parents as needed (through Team Manager when appropriate).

Skills Needed: Knowledge of sport, leadership, teaching ability.

## Team Manager

Purpose: Support the coach and manage team logistics.

Time Commitment: ~2–3 hours/week during season

Responsibilities:

- Maintain roster and parent contact info.
- Send rosters to Secretary/Communications Lead for MaxPreps.
- Send weekly reminders to families (practices, games, uniforms, carpool, etc.). Most reminders are automatic via Teamsideline.
- Run or assign scorebook/scoreboard/line judges during games as needed.
- Report final scores (after coach confirmation) to Secretary/Communications Lead.
- Support bench organization (water, first-aid basics).
- Assist with coordinating travel or carpools when needed.
- Assist coaches with communications with parents.

Skills Needed: Organized, good communicator, dependable.