

## Lady Vikings Soccer Parent Volunteer Position Overview

### **Parent Manager**

The Parent Manager is the liaison between Lady Vikings head coach and parents. This position will assist the head coach in maintaining all communication, administrative duties and any other help the head coach may need during and off season. Also, assist the JV & MS parent coordinators during the spring season.

#### Communication includes but not limited to:

Email correspondence (include TeamSnap)

TeamSnap chat

Social media

Outside vendor and/or school correspondence (Power Futbol, photography, Athletic booster, etc)

#### Administrative Duties includes but not limited to:

TeamSnap maintenance (roster clean up, schedule - trainings/games/events)

-In season: varsity roster only, off season: all roster

Fundraiser coordination

Events coordination (parent and senior night, dinners, away snack/dinner)

Ensure all PPE (Player Participation Expectation) is signed by all players & parents

Maintain google drive - provide access, store any pertinent information for all

Uniform/apparel assistance (when athletic department uniform cycle every 4 years)

#### JV & MS Parent coordination includes but not limited to:

Ensure coordinators are prepared - access to TeamSnap

Assist where needed

### **JV Parent Coordinator**

The JV Parent Coordinator is an in season volunteer position. This position will maintain (but not limited to) TeamSnap (roster, schedule, events), communicate any schedule changes (to be communicated from athletic dept), any team dinners, and any other assistance the JV head coach may need, as well as the Parent Manager. Assist in communication correspondence for any fundraising activity that happens during spring season.

### **MS Parent Coordinator**

The MS Parent Coordinator is an in season volunteer position. This position will maintain (but not limited to) TeamSnap (roster, schedule, events), any schedule changes (to be communicated from athletic dept), any team dinners, and any other assistance the middle school head coach may need, as well as the Parent Manager. Assist in communication correspondence for any fundraising activity that happens during spring season.