

Volunteer Job Descriptions

Last Updated Tuesday, January 4, 2011 11:24 pm

President/Athletic Director

The president oversees all Kilgour Sports Boosters functions, secures volunteer nominees for board positions, engages in strategic planning, and formulates and implements policies and procedures for athletic activities.

Treasurer

The Treasurer is responsible for keeping accurate records of Kilgour Sports Booster receipts and expenditures and reporting about those on a periodic basis.

Secretary

The Secretary assists the Board by writing and maintaining the minutes of all board meetings, corresponding with stakeholders and coordinating communications with outside parties.

Facilities Coordinator

The facilities coordinator helps provide suitable athletic fields and facilities for our teams and players, including the supervision of maintenance services such as grass seeding, grass cutting, fertilization, aeration, watering, field lining for soccer, care and maintenance of soccer goals, bleachers, outdoor restroom facilities, tree trimming, eradication of poison ivy, emptying the trash cans, and more.

LSDMC Liaison

This person serves as the official liaison between the Kilgour Sports Boosters and the school's LSDMC Committee. The LSDMC liaison attends some LSDMC meetings to provide and gather information related to Kilgour sports, equipment, athletic fields and sports facilities.

Fundraising & 5K Run

The fundraising and 5K Run coordinator oversees KSB fundraising activities, including the annual 5K race-walk held in conjunction with the Kilgour Karnival in May. 5K responsibilities include: securing volunteers, supervising a professional race coordinator, event promotion, the development of race forms and promotional materials and service as a liaison to the Karnival Committee.

Spirit Wear

The Spirit Wear coordinator supervises the design, purchase and sale of Kilgour clothing, team uniforms, accessories and logo gear. Spirit Wear organizes sales at major school events and via order forms. The Spirit Wear team is often composed of two to three volunteers who share duties.

Membership

The Membership Chair carries out duties relating to the development and implementation of Booster membership programs.

Sports Recognition Night

Info to come

Basketball Coordinator (Boys and Girls)

Kilgour's basketball coordinators oversee its grades 3-6 basketball programs for approximately 80 participants. There are usually separate coordinators for the boys and girls program. Each is responsible for player registrations, securing coaches, forming teams according to Kilgour Sports Boosters and league regulations, scheduling facilities and representing Kilgour in league matters. Participation in additional activities (Coaches Clinic, Mustang March Madness, Summer Open Gym) is also necessary. The coordinators need sound communications, computer and organizational skills. A computer with web access and e-mail are needed, as well as a working knowledge of Word and Excel software and PDF file formats (flyers).

Soccer Coordinator & Assistant Coordinator (Boys and Girls)

Kilgour's Soccer Coordinator is the school's official District Representative to the Cincinnati East SAY soccer area board. The Assistant Coordinator takes the position of coordinator after a training period. Both coordinators organize two soccer seasons per year (fall and spring). About 200 Kilgour boys and girls play soccer each season. The duties include player registrations, securing coaches and forming teams according to the policies of Kilgour Sports Boosters and SAY soccer. Coordinators need to have a solid understanding of SAY rules, attend Cincinnati East SAY board meetings (twice a year), and have sound communications, computer and organizational skills. A computer with web access and e-mail are needed, as well as a working knowledge of Word software, PDF file formats (flyers) and Excel software (SAY registration forms).

Softball Coordinator (Girls)

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Kilgour's softball coordinator oversees the girls softball program. There is usually one coordinator responsible for player registrations, securing coaches, forming teams according to Kilgour Sports Boosters and league regulations, scheduling facilities and representing Kilgour in league matters. The coordinator needs sound communications, computer and organizational skills. A computer with web access and e-mail are needed.