



WE NEED YOU!

2 Immediate Openings for the Boosters Board UNIFORM COORDINATOR AND REGISTRATION COORDINATOR

In addition to the specific job duties below, coordinators are asked to attend the monthly Boosters Board meeting, where they are full voting board members with input on all Boosters policies and decisions.

UNIFORM COORDINATOR:

- ◆ Maintains accountability for all uniforms.
- ◆ Coordinates with sports commissioners for the distribution of uniforms
- ◆ Ensures uniforms are collected in reasonable condition at the end of each sports season
- ◆ Stores all uniforms and equipment in appropriate safe locations (Booster/school/Parish facilities – not homes)
- ◆ Orders replacement uniforms as needed
- ◆ Makes recommendations to the board when new uniform purchases are required.

Notes:

Definitely a job where a couple of volunteers could share the duties. Football uniform items are managed separately by the football program.

REGISTRATION COORDINATOR:

- ◆ Coordinates the registration for each sport & conducts in-person registration on designated day(s)
- ◆ Provides/develops the registration forms to ensure they contain all required information
- ◆ Collects monies from each participant
- ◆ Ensures that the “no pay, no play” policy is enforced.
- ◆ Maintains a master list of all registered sports participants to Secretary, along with names of families who have paid annual family fee
- ◆ Lead our efforts to move to online registration and to manage the on line process once we have switched over.

Notes:

Great job for someone with good spreadsheet skills as much of the job is about keeping track of information & lists.

If you are interested contact Sam Strotman, Boosters President, at 889-8747 or president@saseasboosters.org