



Job Title: Godwin Athletic Association Volunteer Coordinator

Purpose: The Volunteer Coordinator of the GAA will coordinate the staffing of the Concession Stand for Varsity and JV football games in support of the Concession Stand leads for each team. In addition, the Volunteer Coordinator will engage to support other special events as required.

Key Responsibilities:

- (1) Attends month GAA Board meetings on the first Monday of each month and communicates the status of Volunteer Coordination, Team Liaison and Event Parking activities. Serves as a voting Board member.
- (2) Coordinates the recruitment of Concession Stand staff to support the Concession Stand Coordinators and Leads for all Varsity and JV Football games. 15-20 volunteers are needed for every Varsity game and 6-8 volunteers are needed for every JV game.
- (3) Maintain a spreadsheet of all volunteers that can be distributed to Concession Stand Leads ahead of each respective game.
- (4) Coordinate with the Team Liaisons to identify Team Parents for all sports. Team Parents are assisted to recruit concession volunteers.
- (5) Work with Event Parking Coordinator to obtain volunteers to coordinate VIP parking needs and event management for Varsity Football and Basketball games.
- (5) Assists with other GAA board activities where possible.

Reports to: The President of the GAA

Length of Term: One Year - Beginning July 1st and ending June 30th of the following year.

Time Commitment: The Volunteer Coordinator will provide up to 5-10 hours per month on average throughout the year. Time spent by the Volunteer Coordinator will be higher from August-November during the football season, including actual time spent working in the Concession Stand.

Qualifications: Strong interpersonal skills with a sales background is helpful. Strength in time management and attention to detail.