

Team Parent Job Description

Responsible for sending emails out to their level or levels involving:

- Schedule for the week – games and practices
- Disseminating important information – i.e. picture dates, team dinner nights (where and when)
- Changes of information – i.e. if times of practices change, bussing issues
- Coordination – If snacks are wanted or needed for away games, if drivers are needed for events.
- Team mom will copy email and post it to the Facebook page once it is up and running.

The basic job responsibility for the Team Parent is to ensure information is disseminated for the girls and parents to be at the right place at the right time. This position will send emails out and assist with coordination based on the President of the Booster Club and the Coaches information.

Generally the coach will send an email/text to the team mom so she can send out an email to the parents of any changes or important information, or reminders.

We need one team mom (or Dad) to set up and manage a Facebook page for the team.

Thank you!!!

Varsity: _____

Name	Email	Cell
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JV: _____

Name	Email	Cell
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Level III: _____

Name	Email	Cell
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