

Role	Girls Travel Director
Responsibilities	<ul style="list-style-type: none"> • For each player that registers for the U12 and U14 travel programs: <ol style="list-style-type: none"> 1. Check if we have a photo on file, if not contact the family to get one. 2. Check that they have paid the registration fee (including U12 in-town fees). If they have not paid, contact the family to make sure they do. 3. Check the player has the maroon travel uniform. If they have not, provide instructions for getting uniform. 4. Make up an ID card for the player • Give cards to the town registrar as requested. • Provide first point of contact for parents who have questions about this program. • Arrange reschedule of U12/U14 girls travel games that get canceled.
Time Required	<ul style="list-style-type: none"> • Fall - 40 hours spread over 3months before the season starts • Spring – 20 hours spread over 3 months before the season starts • During season – 5 hours for rescheduling games.
Skills Needed	Basic PC, web and administrative
Soccer Knowledge Needed	None.
Board Membership Needed	No