



CYSA JOB DESCRIPTIONS

Apparel

- Order CYSA apparel for sale at events.
- Coordinate payment and delivery of ordered apparel.
- Work with website administrator to maintain online store.

Equipment Manager

- Keep updated inventory of equipment needed for distribution to coaches.
- Order replacement inventory as needed.
- Create equipment bags, distribute equipment to coaches and collect at the end of season.

Fields Manager

- Ensure fields are mowed, lined, and goals set up as needed throughout the season.
- Work with Twin Landscaping as needed.
- Move goals at beginning and end of season.
- Coordinate new initiatives.

General Volunteer

- Support Executive Board with initiatives and provide assistance at events.

Picture Day

- Work with picture vendor to set date and schedule for picture day.
- Work with webmaster to make sure timely communications/postings regarding picture day.
- Responsible for delivery of pictures to coaches.

Referee Assigner

- Obtain necessary training in order to assign referees for home games all programs.

Referee Coordinator

- Recruit new youth referees.
- Provide information on training and certification.
- Work with referee assignor to ensure sufficient coverage for games.
- Communicate information and feedback between board and referees and vice-versa.
- Propose referee cancellation policies and fees and provide documentation for website.

Travel Coordinator

- Submit travel teams into district league website.
- Help coaches set team competition level.
- Distribute Travel League ID's so coaches can record their scores and ensure scores are reported timely.
- Plan and help facilitate coaches meeting.
- Follow-up and confirm coaching assignments.

Treasurer

- Prepare annual tax return, pay invoices, and write reimbursement checks.
- Create monthly income/expense report, create yearly budget and track expenditures against it.