

# Canton Youth Soccer Association



Canton, Connecticut

## CYSA Open Positions

### 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 the season.

### General Volunteer

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

### Picture Day Chair

- Work with picture vendor to set date and schedule for picture day.
- Work with webmaster to make sure timely communications/postings regarding picture day are sent.
- Responsible for accepting delivery of pictures from vendor.
- Responsible to set up and help distribute pictures on Jamboree Day to all teams.
- Coordinate the delivery of all plaques to sponsors with Sponsor Manager.

### Jamboree Chair

- Coordinate volunteer spot to encompass all items needed for jamboree day.
- Be active and attend jamboree day.
- Work with board members to help assign tasks for the day.
- Coordinate the food, drink and donations for the event.

### Co-Registrar

- Work together with co-registrar to get postings and emails out to families about open programs.
- Set up programs and registrations for spring and fall soccer.
- Assign players to teams and set up teams per the decisions of the board and committees.
- Upload teams, players and coaches to CJSA.
- Answer parent emails about questions in the programs.

### Secretary

- Coordinate and book space at the Canton Community Center for board meetings, first Monday of the month.

- Take meeting notes and email out with 3-4 days to board for review and comments
- Keep track of open action items that need to be addressed
- Create agenda for monthly meetings and email out to all board members with a reminder for the meeting