

HFC Club Wide Position Descriptions

Fundraiser Coordinator: 1 Year Commitment

Oversee all fundraising activities. Reports to the Board Vice President. (1)

Apparel Fundraiser Coordinator: 1 Year Commitment

Oversees the purchase, sales and distribution of HFC apparel inventory. Coordinates volunteers to sell at the Information Tent during game days during the summer recreation season. Reports to the Board Vice President. (1)

Sponsorship Coordinator: 1 Year Commitment

Maintains a sponsorship database including contact information. Sponsor logos and graphics, levels of contribution. Ensure sponsor information is on the website by working with the Website Manager. Coordinate the artwork for sponsorship sign panels and work with a sign printer (selected by HFC board of directors). Coordinate the installation of sponsorship signs/banners. Reports to the Board Vice President.

Special Event Coordinator: Commitment is the length of Event

Coordinate a special event that increases Club visibility in our community, raises funds and or helps our outreach in the local area. Reports to the Vice President. (2)

Special Event Volunteer: Commitment is the length of Event

Volunteer for a special event as determined by a Special Event Coordinator. Reports to the Special Event Coordinator. (infinite)

Grant Writer: 1 Year Commitment

Reports to the Vice President. (1)

Website Manager: 1 Year Commitment

Responsible for updating web information per the direction of the Board of Directors. Reports to the Board Secretary. (1)

Social Media Manager: 1 Year Commitment

Maintain HFC's FaceBook Page, FaceBook parent group and Instagram accounts. Reports to the Board Secretary.

Facilities Manager: 2 Year Commitment

Oversees all field maintenance and care. Responsible for delegating mowing, line painting, irrigation and other duties related to this area. Reports to the President. (1)

Facilities Volunteer: 1 Season Commitment

Assists the Field Manager in duties related to field maintenance and upkeep. Additionally, helps set the fields up on game days for the Recreational League. Reports to Facilities Manager. (4)

Custodial Volunteer: 1 Season Commitment

Inspects bathrooms on game days, restocks toilet paper and empties garbage cans. Reports any damage or issues to the Facilities Manager. (4)

Equipment Manager: 1 Season Commitment

Responsible for maintaining equipment inventory, and evaluating equipment condition. Fixing equipment that can be fixed and recommending when items need to be replaced. Reports to Facilities Manager. (1)

Information Tent Worker: 1 Day Commitment

Work a shift in the information booth during game days. Direct players, families and fans to the correct field. Sell fundraising merchandise. (infinite)

General Help - No specific tasks but available to help with tasks throughout the soccer season. The League Secretary will reach out as needed.

HFC Recreational League Position Descriptions

HFC League Manager 2 Year Commitment

Responsible for overseeing the activities of Recreation League Coordinator, Head of Coaches and Head of Referees. Responsible for all field scheduling of Recreation, Select and Adult leagues. Responsible for calling the cancellation of practices and games, and communicating this with Team Managers and Coaches. This role is filled by the Registrar. (1)

Recreation League Coordinator: 2 Year Commitment

This position will identify the best curriculum to disseminate to the Head Coaches. Responsible for scheduling all Rec League practices and games in collaboration with the HFC League Manager. Reports to League Manager/Registrar. (1)

Head (Coordinator) of Coaches: 1 Year Commitment

Head of Coaches will pick up and distribute information from the league to the coaches. Head of coaches is also the first point of contact for any disputes that arise within Teams. Recruit and coordinate coaches. Make sure there are subs when coaches need to miss a week. Make sure coaches have the props, med kits, access to training materials, etc. Reports to HFC League Manager. (1)

Division Coaches: 1 Season Commitment

You are in charge of instruction for the group. You will be provided with training and coaching materials. (5)

Head Coaches: 1 Season Commitment

As head coach, you will support the division coach by attending practices and games and helping players. You are there to make sure the kids are safe and can assist with activities. (20)

Team Managers: 1 Season Commitment

As a team manager, you will coordinate communication between the division coach, head coach, and player families. You will be responsible for one age division. You are responsible for alerting player families to canceled practices (due to any reason, but can include inclement weather, coach availability etc), game schedules, and uniform designation for games. (30)

Head of Referees: 2 Year Commitment

Head of Referees will be responsible for the recruitment, training and scheduling for Referees. Head of referees will be the first point of contact for any disputes arising in a game situation regarding Referees. (1)

HFC Select League Position Descriptions

Select League Coordinator: 2 Year Commitment

The Select League Coordinator will be responsible for overseeing the scheduling of all Select Team games across all divisions. Reports to HFC League Manager/Registrar. (1)

Select League Coach: 1 Year Commitment

You are in charge of instruction for the team including all practices and games. You will be provided with training and coaching materials. Work with the Select League Coordinator to schedule practices and games. Reports to Select League Coordinator. (4)

Select League Assistant Coach: 1 Year Commitment

As assistant coach, you will support the head coach by attending practices and games and helping players. You are there to make sure the kids are safe and can assist with activities. You may fill in when the head coach is unavailable. Report to Select League Coach. (8)

Select Team Travel Coordinator: 1 Year Commitment

This person will work with the Select League Coordinator to coordinate the travel needs of all Select teams. This could include researching accommodation options, reserving hotel room blocks for tournaments and away games, helping coordinate transportation, and providing destination information.