



Pueblo Rangers Volunteer Coordinator

Position Summary:

The Volunteer Coordinator of the Pueblo Rangers Soccer Club (PRSC) will be a voting member of the Board of Directors and should have a solid reputation as a person of great trust and integrity. The Volunteer Coordinator shall oversee the Scholarship Committee and will ensure scholarship funds are properly managed and recipients of those funds are fulfilling their volunteer commitments. This person must have an outgoing and friendly personality, demonstrated professionalism and tact in communications with a diversity of individuals, strong organizational and time management skills, acute attention to detail and ability to work well with the Pueblo Rangers Members and Directors.

Length of Term:

1 Year

Reports to:

The Volunteer Coordinator reports to the Board of Directors and the members

Essential Duties and Responsibilities:

- Meet with the Scholarship committee at least twice a year
- Create a volunteer schedule based on volunteer commitment requirements and needs of the soccer club
- Work with the scholarship committee to contact volunteers to ensure they can fulfill their requirements and are aware of their designated shifts
- Coordinate and communicate with field/office staff, the time slots the volunteers will attend (days, times and locations) in order to complete their required hours
- This individual will provide a list at the end of each season to the Registrar, showing completed hours of each family on scholarship registration
- Understand and promote the Pueblo Ranger's mission
- Be familiar with the Ranger's programs, policies and operations
- Attend board meetings on the first Wednesday of each month, excluding July
- Make an annual gift "according to your circumstances to the Ranger's organization to achieve 100% board giving" or participate in fundraising activities as an alternative option of contributing to the organization. If needed, meet with potential donors/funders to make a case for funding the organization
- Strictly adhere to the conflict of interest policy set forth by the PRSC
- Review the agenda and any supporting documents prior to board meetings and actively participate in meetings