

# Volunteer Job Descriptions

The following pages contain job descriptions for volunteer positions required by AMSA.

Each page contains one description and can therefore be printed and distributed to interested candidates. Full listing should be available to the general public on the association website.

It is possible and often necessary for one person to hold multiple positions. It is however, in the best interest of the association to have as many volunteers as possible to share the workload.

- 1) [President](#)
- 2) [1st and 2nd Vice President](#)
- 3) [Treasurer](#)
- 4) [Secretary](#)
- 5) [Registrar](#)
- 6) [Director of Player Development](#)
- 7) [Facilities Manager \(Grounds Crew Coordinator\)](#)
- 8) [Equipment Manager](#)
- 9) [Uniform Manager](#)
- 10) [Travel Team Convener](#)
- 11) [Local Team Conveners \(U10, U12, U14, U18-High School League\)](#)
- 12) [Learn-To-Play \(LTP Levels 1-3\) Convener](#)
- 13) [Umpire Coordinator and Assistant, Umpire Mentor](#)
- 14) [Public Relations / Social Media](#)
- 15) [Association Webmaster](#)
- 16) [Sponsorship Coordinator](#)
- 17) [Fundraising Coordinator](#)
- 18) [Tournament Convener](#)
- 19) [Conflict Resolution and Discipline Team](#)
- 20) [Master Scheduler](#)
- 21) [Field Maintenance Crew](#)
- 22) [Technical Skills Instructor](#)
- 23) [Player Evaluator \(Spring Training/Travel Team\)](#)
- 24) [Coach Evaluator](#)
- 25) [Umpire](#)
- 26) [Head Coach](#)
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- 28) [Team Manager](#)
- 29) [Team Trainer](#)
- 30) [Team Equipment Manager](#)
- 31) [Team On-Field Helper](#)
- 32) [Team Scorekeeper](#)
- 33) [ORSA Representative](#)
- 34) [Photo Coordinator](#)
- 35) [Year End BBQ Coordinator](#)
- 36) [Volunteer Coordinator](#)
- 37) [Coach Coordinator](#)

## 1) **President**

Elected at Annual General Meeting (AGM)

### **Special Experience Required**

None

### **Attributes/Skills**

Leadership qualities

Ability to delegate

Positive relationships within community

Ability to build partnerships

### **Responsibilities**

Prepare agendas

Run meetings

Ensure Board Members, Coordinators and Conveners are meeting deadlines

## **2) Vice President (1st and 2nd)**

Elected at AGM

### **Special Experience Required**

None

### **Attributes/Skills**

Leadership qualities

Ability to delegate

Positive relationships within community

Ability to build partnerships

### **Responsibilities**

Fill in for President when required

Ensure Board Members, Coordinators and Conveners are meeting deadlines

Assist Conflict Resolution Team

### 3) **Treasurer**

Appointed by Board of Directors

#### **Special Experience Required**

Financial training or experience specifically for non-profit organizations  
CPA or CPA student if possible

#### **Attributes/Skills**

Accounting experience and/or training  
Excel skills  
Attention to detail  
Not-for-profit experience

#### **Duties & Responsibilities**

Reconcile registration deposits to registration list  
Bank deposits including deposit of registration e-transfers  
Oversee registration and sponsorship collection activities  
Maintain petty cash float for registration, umpire clinic, and out-of-town umpire payments  
Issue cheque payments (umpire payments & various expenses)  
Issue family discount & travel refunds  
Check mail regularly throughout the year  
Liaise with external accountant  
Transaction record keeping (currently in Excel)  
Produce income statement and balance sheet  
Ensure annual tax return filed  
Ensure audit compliance  
Safe keeping of at least 7 years of financial records (electronic & paper files)  
Ensure compliance with Business Corporations Act as it pertains to a not-for-profit corporation (joint role with president)  
Work with secretary to ensure Corporate Minute Book maintained and reviewed by lawyer as required  
File HST rebate application if/when applicable  
Notify the bank and Canada Revenue Agency with changes to current directors  
Maintain "AMSA" business name registration (last paid in 2016, renewal fee due in 2021)  
Maintain banking relationship as needed  
Monthly bank reconciliations  
Compile annual budget, ensuring break-even or slight profit  
Periodic reporting of actuals versus budget  
Provide annual costing analysis by team / league (learn to play, house league, travel)  
Attend monthly executive meetings  
Respond to executive financial queries  
Provide financial reporting information for grant applications, if applicable  
Assist with fundraising initiatives, if applicable  
Assist with issuing of fitness tax receipts  
Assist board members with other duties and tasks as assigned (winter clinic / spring training, registrations, umpire clinic, picture night, year end BBQ)

#### 4) **Secretary**

Appointed by Board of Directors

#### **Special Experience Required**

None

#### **Attributes/Skills**

Note-taking ability

Attention to detail

Ability to enter, maintain and report information using methods established by organization

#### **Responsibilities**

Meeting minutes – record, e-mail to board members and post on Google Drive

Reminders to board members about meeting dates

Registration notices to schools in February

eBlast the registration in February

Registration notices in the paper

Correspondence

Year-end notice in paper – thank the sponsors and coaches and board members

## 5) **Registrar**

Appointed by Board of Directors

### **Special Experience Required**

None

### **Attributes/Skills**

Financially responsible

Attention to detail

Ability to enter, maintain and report information using methods established by organization

### **Responsibilities**

Accept registrations

Coordinate lists of players for each league

Ensure payments are received

Post all team lists, contact info, entire registration list on Google Drive

## **6) Director of Player Development**

Appointed by Board of Directors

### **Special Experience Required**

Criminal Background Check required (Vulnerable Sector)

NCCP Trained Community Softball or higher

### **Attributes/Skills**

Coaching and Communication skills

Technical coaching skills and experience

Ability to delegate and manage groups of instructors

Ability to document and plan training sessions throughout season

### **Responsibilities**

Plan Winter, Spring and Summer Training sessions

Arrange rental space for indoor training sessions

Create and maintain AMSA Coach Training documents

Prepare development plans for all levels of play

Prepare and instruct in-season Skills Clinics for players

Communicate with coaches to ensure they have necessary resources

Plan Umpire Training sessions



## 7) **Facilities Manager (Grounds Crew Coordinator)**

### **Special Experience Required**

Experience with softball field maintenance recommended

### **Attributes/Skills**

Responsible with access to equipment areas

Readily available in case of emergency

### **Responsibilities**

Ensure playing facilities are safe and properly maintained

Inspect and maintain field maintenance equipment

Coordinate field prep before each game (raking, base placement, lines, lights, etc.)

Supervise and train assistants

## 8) **Equipment Manager**

### **Special Experience Required**

None

### **Attributes/Skills**

Responsible with access to equipment areas

Readily available in case of emergency

Ability to work within budget

### **Responsibilities**

Organize equipment at start of season

Purchase required equipment

Distribute equipment to teams

Make sure all returned at the end of the season in good condition

First aid kits – ensure they are well stocked throughout the season

## 9) **Uniform Manager**

### **Special Experience Required**

None

### **Attributes/Skills**

Available to coordinate with registrar and league coordinators for number of shirts needed

Able to coordinate with shirt supplier to receive shirts before Meet the Coach night

### **Responsibilities**

During registration, when number of teams are determined, place order for team shirts

Coordinate sponsors with which teams they will be sponsoring

Ensure sponsor logos are available for shirt order

Pick up shirts and distribute to coaches

Place order for team hats

Maintain list of which player/coach has each travel team shirt

Ensure travel team shirts are returned at end of season

## 10) Travel Team Convener

### Special Experience Required

None

### Attributes/Skills

Ability to communicate in group and personal settings

Conflict resolution skills

Ability to handle scheduling tasks using association provided tools

### Responsibilities

Attend South Oxford Softball League (SOSL) meetings

Vote at SOSL meetings representing views of AMSA

Act as liaison between coaches and Board of Directors

Maintain Travel Team schedules on association website (with Master Scheduler)

Communicate with coaches, umpires and field crews to ensure schedules can be met

Facilitate team introductory meetings between coaches and parents

Primary contact for conflict management within Travel Teams

Ensure Travel team coaches have necessary AMSA qualifications

Ensure Travel team rosters are submitted to leagues

Ensure Travel team game scores are submitted to leagues

Coordinate with ORSA Coordinator for competitions (schedules, rosters, etc.)

Ensure communication with Travel Team participants regarding schedule changes (weather, etc.)

## **11) Local Team Convener (U10, U12, U14, U18-High School League)**

### **Special Experience Required**

None

### **Attributes/Skills**

Ability to communicate in group and personal settings

Conflict resolution skills

Ability to handle scheduling tasks using association provided tools

### **Responsibilities**

Act as liaison between coaches and Board of Directors

Using Spring Training evaluation information, create team lists such that equal skill levels are attained

Maintain Local Team schedules on association website (with Master Scheduler)

Facilitate team introductory meetings between coaches and parents

Primary contact for conflict management within Local Teams

Ensure communication with Local Team participants regarding schedule changes (weather, etc.)

## **12) Learn-To-Play (LTP Levels 1-3) Convener**

### **Special Experience Required**

Experience working with young children (under 8)

### **Attributes/Skills**

Ability to communicate in group and personal settings

Conflict resolution skills

Ability to arrange large participation events

Calm and organized in a chaotic environment

### **Responsibilities**

Make adjustments to existing program as necessary to accommodate skill levels or other factors

Ensure necessary equipment is available when needed (Coordinate with set up personnel)

Ensure playing area is safe before participants arrive

Act as liaison between LTP coaches and Board of Directors

Ensure communication with LTP participants regarding schedule changes (weather, etc.)

Facilitate team introductory meetings between coaches and parents

Primary contact for conflict management within LTP group

### **13) Umpire Convener and Assistant, Umpire Mentor**

#### **Special Experience Required**

Umpiring experience preferred but not required

#### **Attributes/Skills**

Ability to organize and schedule with individuals

Ability to attend multiple games to review performance of umpires

#### **Responsibilities**

Act as liaison between umpires and Board of Directors

Schedule umpire assignments for games

Schedule umpire training sessions

Review umpire performance

Ensure experienced umpires are available and used to help teach younger umpires

Manage payment of umpires

Build relationships with surrounding umpire associations

## 14) **Public Relations / Social Media**

### **Special Experience Required**

Experience using multiple social media platforms (especially Facebook, Twitter)

### **Attributes/Skills**

Attention to detail / proofreading

Solid written language skills

Ability to quickly get information online

### **Responsibilities**

Maintain social media sites on Facebook, Twitter and others if applicable

Screen all content submitted to social media sites to ensure it is suitable for a family audience

Moderate communications on social media when required

Maximize the reach of AMSA's messages within the community

Represent a positive image of AMSA in the community

Provide entertaining/interesting content for social media platforms to generate interest

Prepare and release statements to news organizations when required

Submit news articles from teams to The Ayr News: highlights of games, player of the week, special events (ORSA games) and the upcoming week's schedule of games



## 15) **Association Webmaster**

### **Special Experience Required**

Background with website management

### **Attributes/Skills**

Ability to maintain a quickly changing schedule on existing website platform

Solid written language skills

### **Responsibilities**

Enter data as requested by members of the Board of Directors or other appointed positions

Ensure accuracy of data transferred to website

Ensure links are active and functional

Troubleshoot any issues and communicate with website provider as needed

Ensure website content is appropriate for a family audience

## 16) Fundraising/Sponsorship Coordinator

### Special Experience Required

None

### Attributes/Skills

Strong networking skills

Contacts within the local business community

Ability to approach potential sponsors

Positive and energetic attitude

### Responsibilities

Seek out sponsorship opportunities within the community

Follow up on sponsorship commitments

Work with Board of Directors on new initiatives for fundraising

Coordinate association fundraising activities

Work with teams to help them achieve fundraising goals

## **17) Tournament Convener**

### **Special Experience Required**

None

### **Attributes/Skills**

Ability to manage large functions with multiple groups

### **Responsibilities**

Work with Public Relations / Social Media Coordinator to promote tournaments to softball community

Work with Fundraising/Sponsorship Coordinator to secure additional tournament revenue

Promote community involvement in tournament

Organize all necessary facilities

Assemble and lead tournament volunteer team

Ensure tournament meets Softball Ontario guidelines (format, timing, prizes, etc.)

Coordinate with Umpire Convener for supplying officials

Ensure food and accommodations are arranged for teams

Arrange prizes/awards for participants (age appropriate)

## **18) Conflict Resolution and Discipline Team**

### **Special Experience Required**

Conflict resolution training recommended

### **Attributes/Skills**

Ability to apply association guidelines to situation of conflict

### **Responsibilities**

Meet with team to discuss conflict or discipline situations

Negotiate decision with team

Maintain confidentiality of information

Support Conveners who deliver team decisions to parties in conflict

Deal with parents regarding issues with coaches etc.

Deal with other associations when conflicts arise between teams of different associations

## 19) **Master Scheduler**

### **Special Experience Required**

Website management experience preferred

### **Attributes/Skills**

Ability to access website at all times

Ability to balance priorities of multiple stakeholders

### **Responsibilities**

Maintain overall association calendar on website (minimum twice daily for updates if needed)

Refer any scheduling requests to necessary stakeholders (field, umpires, etc.)

Ensure any schedule changes are properly communicated

## 20) Field Maintenance Crew

### Special Experience Required

None

### Attributes/Skills

Attention to detail

Desire to produce a high quality playing field

Ability to perform manual labour

Responsible with association equipment

### Responsibilities

Follow direction of Facilities Manager

Prepare infields for game play

- Install/remove bases
- Install/remove pitching plate
- Confirm base/pitching distances are appropriate for upcoming game
- Rake infield
- Level batters boxes and pitchers area
- Line the field

Clean bench areas and field of litter

Ensure equipment is clean and returned to proper storage location

## **21) Technical Skills Instructor**

### **Special Experience Required**

Criminal Background Check required (Vulnerable Sector)

Softball coaching experience recommended

NCCP training is recommended but not required

### **Attributes/Skills**

Ability to observe and diagnose technical issues with players

Understanding of AMSA technical instruction methods and techniques

Training will be provided by AMSA regarding technical skill instruction methods

### **Responsibilities**

Make notes on players during game or practice situations

Take video for technical analysis

Analyze video and summarize results

Share information with coaches about player development

Maintain records for Player Development Coordinator

Assist Player Development Coordinator with skill development sessions

## **22) Player Evaluator (Spring Training/Travel Teams)**

### **Special Experience Required**

Coaching experience

NCCP training is recommended

### **Attributes/Skills**

Ability to observe and document skill levels with players

Understanding of AMSA technical instruction methods and techniques

### **Responsibilities**

Make notes on players during evaluation periods or games

Share information with Player Development Coordinator

Participate in player rating exercises



## 23) **Coach Evaluator**

### **Special Experience Required**

Softball coaching experience

NCCP training is recommended

### **Attributes/Skills**

Ability to observe and critique coach in games and practices

Understanding of how to run effective practices

Understanding of game management

Understanding of umpire mechanics and responsibilities

### **Responsibilities**

Make notes on coaches during game or practice situations

Take video for technical analysis

Analyze video and summarize results

Share information with coaches

Maintain records for Player Development Coordinator

## 24) **Umpire**

### **Special Experience Required**

Umpire training through AMSA or Softball Ontario

### **Attributes/Skills**

Responsible and reliable

Able to arrange personal schedule

Confidence

Work well with other individuals

### **Responsibilities**

Officiate games at level suitable for current experience

Participate in umpire training when offered

Study rules for all relevant leagues/associations

Study mechanics and signals

Take certification courses through Softball Ontario to further development

## 25) **Head Coach**

### **Special Experience Required**

Criminal Background Check required (Vulnerable Sector)

### **Attributes/Skills**

Ability to work with children

Patient

Organized

Understanding of rules of softball

Understanding of coaching responsibilities

Ability to follow LTPD and AMSA principles

### **Responsibilities**

Take primary responsibility for players when at team functions

Ensure all jobs required by team are properly staffed

Direct assistant coaches with game/practice plans

Plan out practices

Prepare game plan prior to game time

Ensure players receive fair playing time (dependent on age level)

Ensure there is someone responsible for trainer duties at each event

Be primary contact for umpires at games

Implement training of skills based on AMSA Player Development guidelines

Follow the principles of LTPD with practice and game planning

Follow the principles of Respect My Game program

Be a positive role model for young players

Create a fun but structured environment to develop skills at appropriate rate

Ensure players are being challenged appropriately

Supervise any on-field assistants

Communicate with parents on regular basis

Set team rules prior to season and enforce them fairly

Bring any concerns to your convener

## **26) Assistant Coach**

### **Special Experience Required**

Criminal Background Check required (Vulnerable Sector)

### **Attributes/Skills**

Ability to work with children

Patient

Organized

Understanding of rules of softball

Understanding of coaching responsibilities

Ability to follow LTPD and AMSA principles

### **Responsibilities**

Follow direction of Head Coach

Assume coaching duties when Head Coach is not available

Assist with setup and teardown of practice/pregame training aids

Communicate with players

Implement training of skills based on AMSA Player Development guidelines

Follow the principles of Respect My Game program

Be a positive role model for young players

Ensure players are being challenged appropriately

Supervise any on-field assistants

Communicate with parents on regular basis

Bring any concerns to your convener

## **27) Team Manager**

### **Special Experience Required**

None

### **Attributes/Skills**

Access to communication tools throughout the day

Financially responsible

### **Responsibilities**

Coordinate finances of team

Ensure team is aware of schedule and notify convener of any conflicts

Coordinate with opposing team representatives to confirm schedule

Coordinate travel for away games/tournaments

Arrange transportation/accommodation for tournaments

Ensure required fees are paid by players

Bring any team concerns to appropriate convener

Assist coach with pregame duties as necessary

## **28) Team Trainer**

### **Special Experience Required**

Criminal Background Check required (Vulnerable Sector)

Basic first aid training is strongly recommended

### **Attributes/Skills**

Ability to handle stressful situation

Ability to deal with severe injuries

Strong organizational/leadership skills

### **Responsibilities**

Ensure first aid kit is available for all team functions

Ensure first aid kit is properly stocked and organized

Ensure all player health information is available

Be knowledgeable of AMSA Emergency Action Plan and ensure documents are readily available

Appoint alternate trainer if not available for a team function

Attend to any injuries on or around the field of play

Recommend treatment of injuries

Make decisions on proper action to help injured person(s)

Make recommendations to players/coaches on return to play after injury

Fill out injury reports for any injury requiring use of first aid supplies or removal of player from a game/practice

## **29) Team Equipment Manager**

### **Special Experience Required**

None

### **Attributes/Skills**

Strong organization skills

Strong communication skills

Ability to contact people during weekdays

### **Responsibilities**

Ensure equipment is present at team functions

Ensure catchers equipment is kept clean (bi-weekly cleaning of face protection is recommended)

Check bats for damage (dents, cracks, etc.)

Ensure all equipment is returned at end of season

Provide a new ball and 2 used balls for all home games (Travel teams only)

Notify Facilities and Equipment Manager if any supplies are needed

### **30) Team On-Field Helper**

#### **Special Experience Required**

None

#### **Attributes/Skills**

Willingness to help

Ability to follow directions

#### **Responsibilities**

Take direction from coach(es)

Assist with equipment setup/teardown

Work with players to reinforce skills being taught



### 31) **Team Scorekeeper**

#### **Special Experience Required**

Scorekeeper training an asset

#### **Attributes/Skills**

Ability to stay focused on the game

Legible handwriting

Reliable attendance

Attention to detail

Understanding of general rules of softball

Understanding of scoring notation

Understanding of specific scorekeeping rules (substitutions, batting out of order, etc.)

#### **Responsibilities**

Ensure lineups are recorded prior to start of game

Record each play in scorebook as it happens (you should be able to recreate the entire game from the scoresheet if done correctly)

Ensure players follow the batting order

Report any discrepancies to coaches immediately

Fill out all relevant game information as required by coaches (score, umpires, totals)

Be aware of current game situations so you are able to answer questions

## 32) ORSA Representative

### Special Experience Required

None

### Attributes/Skills

Ability to take meeting notes

Ability to represent the association publicly at meetings

Understanding of ORSA mandate, rules and responsibilities

### Responsibilities

Attend ORSA meetings

Transmit information between ORSA and AMSA

Ensure ORSA roster forms are filled out with proper documentation

Act as official for ORSA games at home locations

Ensure official scorekeeper is available for ORSA games

Represent AMSA with dignity and respect