

Volunteer Type	Approximate # Hours	Volunteer Hours Credited	# Volunteers Needed	Description
Age Group Coordinator	Many	4	6	Involves helping to run one part of the operation of the in-house Recreation League. Age group coordinators are responsible for soliciting coaches, forming teams, creating in-house practice the game schedule and communicating with the Program Director and coaches. Administrative and organizational skills are essential for the job as well as knowledge of computer (excel and email) and phone contact.
Annual Mtg - Cookies	2	2	4	Cost reimbursed
Annual Mtg - Drinks	2	2	4	Cost reimbursed by MASA. Purchases and brings drinks to the Annual Meeting.
Annual Mtg - Fruit	2	2	4	Cost reimbursed
Annual Mtg Food Coord	2	2	2	Coordinate the food/snacks for the Annual Mtg
Ball Boy Coordinator	4	4	1	Should be a Travel Parent. Creates schedule for the travel teams to be ball boys at the Boys High School home games. Sends reminder email to teams.
Ball Girl Coordinator	4	4	1	Should be a Travel Parent. Creates schedule for the travel teams to be ball girls at the Girls High School home games. Sends reminder email to teams.
Board Member	Many	4	Many	Board Member Descriptions are available elsewhere
Coach, Assistant	Many	4	Many	*** One of the most important jobs in MASA.*** Assists Head Coach.
Coach, Head	Many	4	Many	*** One of the most important jobs in MASA.*** Person primarily responsible for the instruction and safety of players on a team. Free coaching clinics. E-License required at the Travel Level, free training provided. Size of team varies with age of players
Copy Fliers Jan/May	3	2	4	Copy fliers that are distributed at local schools, create packs for individual classrooms
Deliver Fliers Jan/May	2	2	2	Deliver fliers that have been put in packs to local schools, Murrysville Library and Municipal Building
Equipment Inventory	2	2	5	Counts goals, balls, pinneys, etc.
Equipment Helper	8	2	4	

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Field Cleanup: Drinks		2		
Field Cleanup	2	2	Many	
Field Cleanup - Eggs		2		
Field Cleanup Fruit		2		
Field Coordinator	Many	4	1	Involves the coordination of all game schedules for all the soccer fields and teams. You will communicate/coordinate with the Age-Groups Coordinators and Travel Team Coaches to schedule games. Also involves checking the fields to make sure they are playable.
Field Lining Coord	Many	4	1	Involves the coordination of all field lining activities for all the soccer fields. You will coordinate from the list of volunteers a schedule for field lining, and communicate/coordinate with the Field Director and Equipment Director when any issues arise. Knowledge of how to line the fields and how the paint carts work is essential. Administrative and organizational skills are also necessary for the job (excel and email) as well as ability to check the fields on a weekly basis to ensure the lining has been completed.
Field Lining Team	2	2-4		Involves working as part of a team (on one day/one hour) preparing the fields prior to the start of the season. You will also be required to attend one or more sessions to line the fields before games begin. Someone will be there to instruct you. After the season starts, you will be scheduled by the field lining coordinator for re-lining a field (travel) or fields (in-house) before the start of games. Re-ling can be done the day before the game, but not during games or practices. The coordinator of the job will schedule you at the beginning of the season.

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Goal Setup/TakeDown		2		Involves working as part of a team of 4 or 5 parents to assemble the goals before either the first U8 boys or U10 games. There is also a need for a separate team to take them down after the last U6 game or U10 game that same day. This job will take place at the same time your child plays. This job takes approximately ½ hour each Saturday during the season. The coordinator of the job will schedule you at the beginning of the season.
Line Field - 1 Time	1+	2	Many	
MASA Night - Runner	2	2	4	
MASA Night -Check In	2	2	4	
MASA Night Concessns		2		
Pay Volunteer Fee		2		
Picture Day Coord		2		Involves contacting the photographer, setting a date, assigning each team in MASA a scheduled picture time, and distributing the pictures to the teams when they are done. Pictures are only done during the fall season. This job takes about 6 hours before the fall season starts, one Saturday (the picture day) during the season, and a Saturday morning to deliver the pictures to the age-group coordinators when they are done.
Risk Management Coord		2		The Risk Management Coordinator is responsible the oversight and execution of the MASA Risk Management Framework. The Framework provides a process to capture, document and enable policy recommendations to be formulated and presented to the MASA Board. As coordinator, this position is also expected to contribute to the process based on their experience, perspective and involvement with MASA. This position will also work to ensure that as policies are adopted, the information is presented and disseminated in a timely, accurate manner.
Stain Veterans Shed		2		

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Team Parent	8	2		Involves getting players e-mail address, preparing a team phone tree, preparing a schedule for parents to provide drinks and snacks (in-house only) after each game for the players, providing players with directions to away fields (travel only), and distributing uniforms at the beginning of the season. This job takes 2–4 hours during the season.
Uniform Coordinator	12	4	1	Involves ordering and distribution of the MASA soccer uniforms for both travel and in-house. A list of children, divided into the appropriate age-groups will be provided to the coordinator who in turn will solicit the help of the uniform distribution volunteers to sort and package shirts to be distributed to each team’s coach in the various age-groups. This job will be done before the season starts.
Uniform Distribution	2	2	Many	Assists the Uniform Coordinator as directed. Primary function will be to sort and package shirts to be distributed to each team’s coach in the various age-groups. This job takes 2-3 hours and will be done before the season starts.
Volunteer Coordinator	10	4	2	This job is for the individual who loves contacting and meeting people. A list of all the parents and their volunteer choices will be provided. The volunteer coordinator will then contact the parents and assign them their duties.