



Paris Soccer Club

Marketing & Communication

Role

Support Paris Soccer Club with raising more awareness about our clubs activities and improve our branding to draw more attention and participation in our club.

Help the association to

- Produce marketing materials to promote our club's sport and gain a larger following and registration.

Time commitment

- One year term
- On average, 3-4 hours per week

Responsibilities

- Create a marketing campaign to promote our club and showcase our athletic programs.
- Develop our website so it is more user friendly and more frequently reviewed by our stakeholders.
- Write and complete communication pieces to our coaches, volunteers and players so that people are more informed and become more engaged with the club.
- Communicate with the other members of Twin Rivers Soccer to collaborate and work better together.
- Create user manuals and review our policies and procedures documents annually to adjust, edit or expand our communication manuals.
- Assist any Executive member, coach or other volunteer with writing a response to any challenging matter.
- Answer any media questions or request for stories.
- Attend PSC Executive meetings as required.

You are

- *interested in the sport of community soccer*
- *willing to share your knowledge, experience and passion of soccer with your players and fellow coaching staff*
- *committed to the confidentiality of all Paris Soccer Club including player records*
- *genuine interest in participating and supporting community volunteer events*
- *interested in community development in Brant county*

Requirements & qualifications

- Strong written and oral skills
- Marketing and communication experience
- Business and accounting knowledge

Benefits

- Gain valuable experience
- Support a volunteer led sports organization
- Meet new friends and increase your social circle
- Promote soccer throughout Brant County

Key contacts

- Paris Soccer Club President
- Paris Soccer Club Sponsorship Convenor
- Paris Soccer Club Fundraiser

Training / Orientation

- Paris Soccer Club Volunteer Handbook provided
- Paris Soccer Club Constitution
- Paris Soccer Club Policies/Procedures Manual
- Paris Soccer Club – coaches handbook

Agreement

“We have discussed this volunteer position description and I make a commitment to carrying out these responsibilities to the best of my ability for _____. (Length of time)

I am accountable to _____ for my work within this position.

Volunteer signature

Date

“In turn, the club commits to supporting

_____ in his/her volunteer work.

Coordinator of Volunteers

Date

Intake checklist

- volunteer information form updated*
- position description reviewed and signed*
 - copy to file*
 - copy to volunteer*
- volunteer information added to Paris Soccer Club volunteer contact list*

Follow-up

- at one year*
Date: _____

To apply to any Paris Soccer Club volunteer position, please contact:

Paris Soccer Club’s –
Volunteer Coordinator:

admin@parissoccer.ca

Visit us at:

www.parissoccer.ca