



Paris Soccer Club Twin Rivers Soccer Rep.

Role

Liaison between Paris Soccer Club and Twin Rivers Soccer league. Assist with making decisions and bring forth items for discussion for all club's meetings and business.

Help the association to

Share PSC's views, opinions and best practices to the Twin Rivers League discussion table for the other centres to learn from and to share their resources with our club.

Time commitment

- One to two year term
- On average, 2-4 hours per month

Responsibilities

- Attend Twin Rivers Soccer League meetings.
- Review past meeting minutes and prepare for next meeting to bring forth PSC's views, ideas and resources to share.
- Complete requests and tasks as set out by Twin Rivers Soccer League.
- Attend all general, annual and executive PSC meetings.
- Ensure PSC stakeholders uphold policies, procedures, standards and guidelines set out in the constitution.
- Attend any hearings to be a part of any disciplinary decisions for players.
- Meet with Board Executive members and volunteer coordinator to discuss their projects and to offer guidance and decisions to support their efforts.
- Represent Paris Soccer Club to attend Twin Rivers Soccer meetings to discuss league rules, policies, issues, tournaments, game schedules and other business.
- Attendance is pivotal for our club as we have voting power as part of the leagues decisions.

You are

- *interested in the sport of community soccer*
- *willing to share your knowledge and experience with president and new executive members*
- *committed to the confidentiality of all Paris Soccer Club records and business*
- *genuine interest in participating and supporting community volunteer events*
- *involved in the communities of Brant county*

Requirements & qualifications

- Computer skills
- Management experience
- Board of Directors or Executive experience

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 Vice President
- Paris Soccer Club President
- Paris Soccer Club Volunteer Coordinator

Training / Orientation

- Paris Soccer Club Volunteer Handbook provided
- Paris Soccer Club Constitution
- Paris Soccer Club Policies/Procedures Manual
- PSC access to Executive members section of website

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