

SSBL Volunteer Opportunities for Work Bond

1. Team Manager

This role will perform team administration duties traditionally handled by the coach. This will allow the coach to focus on the players and game.

Responsibilities include:

- Communications to parents (at discretion of the coach), which may involve tracking player availability for games/practices, seeking callup players etc.
- Scheduling changes for rain outs and conflicts with other team managers.
- Scheduling of parent volunteers for dugout parent and field prep for each game.
- Reporting of parent volunteer hours to SSBL via the Volunteer Coordinator.
- Paying umpires.

2. Dugout Parent*

One parent will be in the dugout during each game to help with the players. This will allow the coach to focus on instruction and game plan.

Responsibilities include:

- Obtaining lineup and positions from the coach before game time.
- Supervise players during the game.
- Encourage good sportsmanship.
- Call out the lineup, get kids into an on-deck circle.
- Make sure players know positions before hitting the field, have necessary equipment, etc.

* Background check and other safety training required to fulfill this role

3. Coach*

Responsibilities include:

- Provide instruction to players to increase understanding of the game, develop fundamental skills and teach good sportsmanship.
- Organize and run practices and games throughout season
- Manage team lineup and fielder positions during games
- Work in coordination with Team Manager to communicate with team parents

* Background check and other safety training required to fulfill this role

4. League Director

League Directors (LD) are responsible for the running of one of the 11 divisions/grade levels in SSBL.

Responsibilities include:

- Assist in identifying coaches for each team prior to the start of the regular season.
- Assignment of players to teams.
- For divisions that do not have a draft, LD builds rosters and must endeavor to ensure team assignments are reasonably balanced.
- For divisions that have a draft, LD moderates draft and ensures that team selections are made in accordance with the draft rules.
- LDs are the first escalation point for issues and concerns from parents and coaches in their division.
- Escalating any known violations of the player, parent or coaches' code of conduct to the SSBL Executive Board.
- In divisions with playoffs, LD organizes playoff schedules.

5. Field Captain

This role will work in conjunction with the Director of Fields to monitor the conditions of fields during possible inclement weather and to ensure fields are adequately stocked with appropriate supplies throughout the season.

Responsibilities include:

- Visit the field on days when weather is an issue to make a decision on the status of the field. Given the number of parents and coaches commuting from NYC and other distant locations, decisions should be made no later than 4:00pm, whenever possible.
- Communicate the decision to the Fields Director so a league-wide notification can be sent in a timely manner.
- Weekly monitoring of inventory in sheds and green storage boxes (chalk, drying agent, first aid kits, ice packs, etc.). Report to Fields Dir when supply is low.
- Communicate to the Fields Director any equipment that is needed (rakes, shovels, base plugs, etc...).
- On fields with tractors, monitor gas inventory, fill can if needed (retain receipt for reimbursement).
- Communicate to the Fields Director any repairs or maintenance required.

6. Winter Clinics

SSBL traditionally conducts winter softball training clinics for all age groups (8U, 10U, 12U and 14U). These training sessions will take place over 8 weekends in February

and March. Each age group will receive one hour of training (with two hired professionals and ~ 6 Summit HS softball volunteers) on alternating Saturdays for a total of four weeks.

7. Equipment / Bats

Prepare a written one- or two-page document that will explain to our parents and kids what SSBL's bat policy (and other equipment) is. Prepare another document with a price/inventory guide to available bats in the area.

The equipment policy guide for parents should feature the appropriate length/weights for their children depending on age/size. Briefly explain what bats are illegal in what contexts and legal in others, as well as our age/gender policies on wearing helmet cages and faceguards. Explain the new SSBL wood bat policy in Fall Ball (if still applicable).

The pricing guide should offer available inventory in the area (Dick's, Modells, Thomson) along with information we feel parents should know so they're not worried about buying their child an inferior bat that puts them at a disadvantage.

8. Social Media Grade-Level Representative

This person will keep the Social Media Coordinator abreast of the important happenings in that grade level.

Responsibilities include:

- Keep current on the happenings in the grade such as fun games, playoff updates and significant milestones.
- Email team managers to obtain pictures and news from individual teams.
- Create social media draft posts for Facebook / Instagram and send them to the Social Media Coordinator.
- Any other items requested from Social Media Coordinator

9. Event: PizzaFest

PizzaFest is the annual kickoff to a new season, when kids meet their coaches & teammates, and receive their uniforms. Necessary roles include ticket sales, setup, and cleanup.

Estimated Time Commitment: 10 people per night @ 1 hour each

10. Event: Opening Day Ceremonies

SSBL has been trying to make Opening Day a special day for all participants the last few years, with individual league ceremonies. To help make the day special for your child's league, you will coordinate with the League Director and plan the ceremonies.

Responsibilities include:

- Organize a catered lunch
- Arrange for someone to sing National Anthem
- Decorate field with bunting, set up tables and sound system for player introductions and National Anthem.
- Clean-up after last game of the day

11. Event: Annual Fundraiser - "Swing for the Fences"

The annual fundraiser occurs in May and can take several months to plan and organize.

The team may need help with the following:

- **Preliminary Planning**
- **Solicit Auction Items** – A large source of the revenue generated from the fundraiser comes from auctioning items acquired by SSBL volunteers. SSBL needs volunteers to solicit items from local businesses, as well as from the SSBL community. Acquired items will need to be arranged for display. Item descriptions will need to be written up and entered onto the auction platform.
- **Promotion** – The fundraiser gets promoted via several avenues (website, emails, social media, posters, mailings and at other SSBL events such as Pizzafest). Promotional materials need to be developed and efficiently utilized.
- **Event Night tasks** – Staff are needed the day of the event to lay out auction baskets, decorate, etc. In addition, event staff are needed to check guests in, coordinate with auction winners, run the special raffle, and clean up.

12. Event: Championship Day

SSBL championship day features championships for 3rd and 4th grades, as well as All-Star softball games, a home run derby, the sportsmanship awards for each team as well as Tarentino awards for 5th/6th grades. There are rides, games, a dunk tank, and free catered food and drinks. A truly special day to celebrate the end of another rec season. You may help make this great day happen. Necessary roles include planning, shopping, setting up trophies, setting up tables and game/food stations, cleaning up, audio equipment management, etc...

13. Work Bond Volunteer Coordinator

The Volunteer Coordinator is responsible for building and maintaining the Work Bond Program, assigning volunteer positions, organizing/ coordinating volunteers, tracking volunteer time and communicating with the executive board (EB).

Responsibilities include:

- Build the infrastructure of the Work-Bond Program:
- Solidify / modify role descriptions proposed by this committee
- Develop a system for tracking volunteer hours to ensure that volunteers fulfill assignments and to monitor for potential changes to this program
- As volunteers sign up for roles, confirm assignments and reassign volunteers where needed/appropriate.
- Facilitate coordination of volunteer staff with Team Managers and other SSBL personnel where appropriate.
- Attend board meetings to update EB on program progress, concerns, etc.

14. Event: Summit Day of Softball Coordinator

The Summit Day of Softball is the marquee annual event for the Rec Softball program. The event takes place on one of the first 3 Saturdays in April, depending on when spring break falls in a given year, and serves as both opening day and a softball “mini-camp” that teaches the fundamentals of all aspects of softball, including positive mindset. The day is run by the professional coaches of Challenge U. Softball.

The Coordinator will:

- Work with Challenge U. point person on number of athlete attendees, in conjunction with the Director of Softball Operations
- Recruit and arrange volunteers for event set-up, breakdown, and athlete check-in (see below)
- Arrange for balloons on the fields (Memorial, both fields)
- Arrange for the AV system to be set up on Myrtle field for session 1
- Arrange for someone to sing the National Anthem
- Arrange for MC for player announcements.

15. Event: Summit Day of Softball Volunteers

- **Event set-up**
 - Ensure fields are prepped and lined
 - Manage Balloon / decorations delivery and setup
- **Athlete Check-in AM Session (2-3 people)**
 - Direct athletes to field locations at discretion of Challenge U coaches
 - Particularly with younger ages, ensure safety while waiting for event to begin

- o If using, check off the attendance list. This can be challenging as some people don't stop at the table.
- **Athlete Check-in T-Ball Session (2-3 people)**
 - o Direct athletes to field locations at discretion of Challenge U coaches
 - o Particularly with younger ages, ensure safety while waiting for event to begin
 - o If using, check off the attendance list. This can be challenging as some people don't stop at the table.
- **Athlete Check-in PM Session (2 people)**
 - o Direct athletes to field locations at discretion of Challenge U coaches
 - o Particularly with younger ages, ensure safety while waiting for event to begin
 - o If using, check off the attendance list. This can be challenging as some people don't stop at the table.
- **Event break-down**
 - o Remove balloons or decorations; manage return of any materials to vendor
 - o Ensure all fields are clean of trash