



# Volunteer roles

*List of possible volunteer opportunities for teams*

## Volunteer descriptions

This list of volunteer assignment ideas is in no particular order and is provided as a source for ideas! **By no means does every team need to have all of these roles fulfilled.** We've highlighted/started our list with the most essential roles below orange. Roles should be adapted to fit your team size and needs! Think of this as a brainstorm to build from, rather than a concrete set of roles! Commitment levels are estimated and will vary by team. Feel free to [make a copy of this document](#) and adapt for your own team needs.

\***Any** volunteer role with contact time with athletes requires at least [NICA Level 1 training](#), which includes a background check.

ROLE	DESCRIPTION	COMMITMENT
Team director	See sample <a href="#">volunteer description</a>	High
Head coach	See sample <a href="#">volunteer description</a>	High
Ride leader	A coach serving as a regular group ride leader. Commitment to being at practices is higher than a typical coaching role. Must be <a href="#">level 2 or 3 coach</a> .	High
Coach	Attend team practices, take an active role in helping kids learn/manage risk/be an amazing, positive role model! <a href="#">See coach education requirements</a>	Medium/High
GRiT coach	Plan and implement amazing activities (try-it-out sessions, rides, etc.) for female riders and coaches; create team-related events, work with other local teams, help facilitate participation in league GRiT events	Medium/High
Adventure coach	Plan and implement amazing NICA adventure activities; take the lead on experiential education and games, create team-related events, help facilitate participation in league Adventure events	Medium/High
Teen Trail Corps coach	Work with local trail organizations and coordinate service projects for the team at local trails. Share any relevant workdays and advocacy opportunities with riders/families. Implement NICA's Teen Trail Corps initiative. See description <a href="#">here</a> .	Medium
Accounting/team treasurer	Act as the team financial manager; help head coach/team director create a team budget; maintain a team bank account, depositing any sponsor funds or fundraising cash. Prepare budget summaries postseason. Pay for team equipment purchases using team bank account. Reimburse coaches for travel, pay coach stipends, etc. (if applicable).	Medium (depends on size of team)
Pit Zone manager	Help team director/head coach with Pit Zone tasks: ensure riders and coaches are "practice ready," help families with event registration, export rider rosters/emergency contact lists, and take the lead on paying the team fee at the beginning of the season.	Medium/Low

“Trailhead” coach	Stay “at base camp” aka the local trailhead to help manage communication with parents/families during practice times. Answer questions. Serve as a possible first aid provider to any riders who need to loop back. This role works well for an injured coach. Help riders check in at the beginning of practice, and answer any parent/family questions at the end of practice.	Medium/High
Team mechanic	Attend events/races to help with team bike needs.	Medium
Communications expert(s)	Help with easy-to-read, user friendly communications on a team website and via email (or team app) channels. Help with social media when needed.  Consider regularly sharing team updates, news/results with local papers/media and schools to share and spread the word about your team.	Medium/Variable
Social media experts(s)	Help with fun and informative social media for the team - share photos, videos, and event info. Work with the team director to share communications. Goal is to have a wide representation of kids and activities on social media, not just a select few/only racing. Must abide by all <a href="#">NICA social media requirements</a> . <i>Excellent judgment required!</i>	Variable
School ambassador(s)	Serve as a point person for sharing info with schools (i.e. photos from races, blurbs for newsletters and announcements, etc.) *Not intended to be the main point-person with the school, but intended to play a role in sharing news/stoke about the teams within schools! Works well for a parent who has a job in the school district, or is familiar with inner-workings of school communications/admin.	Low
Community coordinator(s)	Help parents network during team events; set up activities for parents to hang out during practices (i.e. hike around park while the team practices)  Set up team/family gatherings (including time, venue, purpose, etc.)  Coordinate race weekend team events (dinners, etc.)  RELATED ROLES: Food Coordinator, Race Weekend Coordinator	Variable
Hype-humans!	Help hype up families and riders by coordinating creation of yard signs, team posters, banners, and other tools for community awareness.	Medium
Food coordinator(s)	Help with the hungry athletes! Lead the collection of race weekend food/snacks, spearhead other opportunities for treats, potlucks, etc.!	Medium/Variable
Parent communications lead	Serve as contact for parents during the season, answer questions via email, etc. and refer to the head coach when needed. Virtual volunteer role, no need to be in person at a certain time. Often led by team director.	Medium
Raffle coordinator(s)	<i>For leagues participating in the Trek fundraiser (or other raffle opportunities)</i> One for each team: collect raffle tickets from the league and facilitate the sale and distribution of tickets; ensure that tickets are turned in to the league at the end of the season.	Low/Medium
Carpool coordinator(s)	Make calls and send emails or app messages to connect parent drivers with other riders who need a lift to practices/races	Low
Race weekend fun coordinator(s)	Help with logistics for race weekend, whether it is setting up Pitzone, organizing fun team events (dinners, themed pre-ride days, etc.) – see activity manager description below, too.	Low
Team activity manager	Help with any race-weekend pitzone activities; i.e. supply poster-making items, decals, stickers, spearhead any race theme costumes/fun, etc.	Low/Medium
Race pit zone manager	Manage setup and breakdown of team tents and equipment at races. Find a volunteer mechanic. Ensure proper setup of the team tent area to make the site	Low/Medium

	parent-friendly and supportive of racers. Serve as overall manager of team tent site/materials at race including the tent, walls, tables, water jugs, bike racks, etc.  Work with food coordinators to supply snacks, etc.	
Apparel manager(s)	Help with team practice jersey order at the beginning of season, and assist with distribution at practices.  Work with clothing companies to help design/create a wide offering of team-branded clothing and gear. Ensure team brand-standards are met.	Low/Medium
Kit manager	Work with a kit distributor to place orders and manage logistics for on-time kit delivery (could be combined with apparel management)	Low/Medium
Photographer(s)	Capture awesome images/videos from the season and help share them with families and beyond.	Low/Medium
Photo asset manager	Create photo albums/ links for the season + each race event. Share with families.  Go through any league race photos after each event and pull photos of team riders into our team albums.  Create end-of-season photo slideshow for banquet/party	Low
Fundraising superheroes	This role could take many forms! Some examples below, but not limited to this!  <u>Sponsor procurement:</u> Prepare team marketing materials and sponsorship proposals. Solicit potential sponsors before and throughout the season.  <u>Sponsor relations/updates:</u> Prepare periodic team updates and race reports to post on team website and to email to sponsors, parents and local news media. Create and send out thank you letters and team photographs at end of season.  <u>In-season fundraising:</u> Create and manage fundraising opportunities and events like car washes, bike/gear swaps, movie screenings and bake sales. Think of new fundraising ideas (i.e., team cookbook, calendar, etc)  Work with the 501c3 board of directors to identify needs and create strategies to fundraise for needs (if applicable)	Variable
Pro-order manager	Coordinate pro-orders and discounts from local shops and sponsors. Place team orders from relevant sponsors. Collect orders/funds from team members. Distribute orders to team when they arrive.	Low
Local shop liaison	Work with a local bike shop (or two!) to create a "hub" for your team - help educate store owners/managers on your team and team needs. Coordinate team events with local shop: i.e. bike repair clinics to teach riders/coaches bike maintenance, using the shop as a team meeting venue, etc.	Low/Medium
Team awards manager	Develop a rider/coach recognition program. Work with the photo asset manager and end-of-season party planner to create team certificates/provide small gifts/awards. Work with your team to brainstorm categories!	Low/Medium
End-of-season team party	Assist team directors and head coaches with the end-of-season celebration. Coordinate food, venue, logistics, and communications.	Low/Medium
Board member	Serve on the team board of directors (if your team has a 501c3)	Medium
Volunteer recruiter	Use this doc to get awesome new volunteers for your teams!	Low/Medium

...any other ideas? Let us know!