Donations Coordinator

Help ensure that players have the cleats and shin guards needed to safely play for the season. Looking for 1 volunteer to coordinate the donation process.

The donation coordinator is responsible for ensuring there are cleats and shin guards of all sizes available for players to have; they are inventoried and organized for easy access; and items are distributed to players in a timely manner.

Tasks are done in relation to the season. Pre-season takes about 6 hours to organize and inventory cleats and shin guards, send emails to request donations, and be available to collect donations from folks. In the first week of the season, it takes about 8 hours to respond to email requests and distribute donations. Post-season there is 1 hour of cleaning up the storage area.

Transitioning into the role will include shadowing the current volunteer in this role, access to the phone/email of the volunteer coordinator, one-pager with task details, and access to a shared google drive.

Pre-season tasks:

- Go to the brown shed at Flying Cloud Fields to empty all the storage bins of cleats and shin guards, sanitize cleats, refill bins with the correct sizes and genders. Make notes on which sizes are low and need more of. Smallest and largest sizes are often the most difficult to find and the most needed.
- Connect with the equipment coordinators to see if you can help them with collecting goalie glove donations.
- Collect donations:
    - Send out an email to directors and commissioners to request they communicate to player families that donations are needed. Often Commissioners will do this in their emails to families when you ask.
    - You can also look at buy-nothing groups on Facebook or other online donation sites.
    - Participate in community donation collection events (often this is in conjunction with the EP Soccer Club).
    - Trade in sizes as needed at Play it Again Sports or similar store
- Email registration to get names/emails of all families receiving discounted registration. Communicate with these families directly, offering them access to the donations. Connect with social workers at Eden Prairie Schools and/or PROP.
- Manage an email inbox, sending and receiving emails with the EPSA board of directors, player families, and those wishing to donate items.
- Plan to spend the first Saturday of the season in-person at Flying Cloud Fields near the brown shed.

During the season:

- Spend the first Saturday of the season in person at Flying Cloud.
- Coordinate the collection and distribution of cleats/shin guards. (about an 8 hour day)
- Communicate with families to ensure just one pair of cleats per player is available.
- Make notes on any sizes that need more inventory and plan for getting the additional inventory.

Post season:

- Spend 1-hour cleaning up and organizing the donation area of the brown shed at Flying Cloud Fields.