

Mount Horeb Softball Club Committee Descriptions:

Youth Coordinator(s): Work closely with the MHSC Board to facilitate a successful youth summer season. This includes, but is not limited to the following:

- Organizing a skills camp and evaluation prior to the summer season
- Assigning players to teams that meet the criteria set forth by the MHSC
- Set up and manage the TeamSnap account for the youth teams/players. This can be a joint effort with the Social Media and Communications Coordinators as necessary.
- Recruiting coaches and working with them throughout the season
- Creating field use schedules including routine updates as the season progresses
- Securing umpires
- Acting as a liaison to the MHSC Board in order to create an open dialogue

K-Club Coordinator(s): Work closely with the MHSC Board to facilitate a successful pitching incentive program. This includes, but is not limited to the following:

- Maintain integrity of the pitching incentive program
- Work with the youth to encourage not only participation, but success through the program
- Coordinating with the MHSC Board, Varsity coach and Youth Coordinator(s) to find open gym times
- Facilitate the handing out of milestone awards and coordinating a recognition event

Youth Apparel Coordinator: Work closely with the Youth Coordinator(s) to determine and react to apparel needs associated with the youth summer season. This includes, but is not limited to the following:

- Evaluate information submitted through TeamSnap to determine jersey numbers
- Order and distribute new jerseys through MHSC approved vendor
- Order coach's apparel as directed by the MHSC Board
- Determine apparel offerings for softball families to purchase with an approved vendor
- Works with Varsity representative to possibly complete a combined offering to parents/players
- Coordinate sales and distribution of merchandise

Youth Equipment Manager(s): Work closely with the Youth Coordinator(s) to determine and react to equipment needs associated with the youth summer season. This includes, but is not limited to the following:

- Organizing, storing (in MHSC shed), inventorying, handing out, and collecting equipment from youth coaches
- Working with youth coaches to determine needs
- Determine costs of gear that has been requested
- Working with MHSC Board to determine items to purchase
- Purchasing gear and distributing to teams/coaches

Field Coordinator(s): Work closely with the Youth Coordinator(s) to ensure fields are prepared for summer and fall ball home games. This includes, but is not limited to the following:

- Coordinating with youth players (several that are already trained and willing) to line fields prior to home games
- Ensure field prep equipment is in good working shape and available to workers
- Prep field yourself on rare occasions when others are not available
- Approve invoices for work completed and request payment through the MHSC treasurer

Camp Coordinator: Works with various groups within the Club to provide learning/growth opportunities through camps/clinics throughout the year. This includes, but is not limited to the following:

- Works with Youth Coordinator(s), high school coaches, youth coaches and the MHSC board to determine instructional needs and timing.
- Reserves gym or field space (Club will provide resource to help with this) and ensure all equipment such as balls, tees, pitching machines, etc. are ready and available.
- Coordinates with the pitching, batting, catching, etc. instructors that will be running the clinic.
- Works with the Social Media and Communications Coordinator to create a registration for players in TeamSnap.
- Works with the Social Media and Communications Coordinator to create a sign-up for the adult helpers that may be required.
- Works with the MHSC Treasurer to make payment to instructor(s) after the event.

Fall Ball Coordinator: Work closely with the MHSC Board to facilitate a successful fall ball season. This includes, but is not limited to the following:

- Coordinates with Youth Coordinator(s) and high school coaches to determine the number of players that are interested in playing fall ball
- Assigning players to teams that meet the criteria set forth by the MHSC
- Set up and manage the TeamSnap account for the youth teams/players. This can be a joint effort with the Social Media and Communications Coordinator as necessary.
- Recruiting coaches and working with them throughout the season
- Creating field use schedules including routine updates as the season progresses
- Securing umpires
- Acting as a liaison to the MHSC Board in order to create an open dialogue

Concession Stand Manager(s): Work closely with the MHSC Board to facilitate the successful operation of the concession stand located at the high school varsity field throughout the year. This includes, but is not limited to the following:

- Determine food and drink offerings for high school and youth seasons in conjunction with MHSC Board
- Work with MHSC to make upgrades to equipment in the concession stand as required
- Stock the concession at the beginning of the season and re-stock throughout the year
- This position is NOT required to personally staff or recruit people to staff the stand during games. Separate sign-ups will be sent out through the high school and youth programs.

Photographer(s): Works to capture moments to use on the MHSC website, Facebook page and for marketing. This includes, but is not limited to the following:

- Take photos at home varsity/JV games
- Take photos at home youth games during the summer (at least one home game per team)
- Take photos at other MHSC events as available
- Submits pictures to Mount Horeb mail
- Post pictures to MHSC Shutterfly account, Facebook, and website through Social Media Coordinator

Frolic Parade Coordinator(s): Coordinates the MHSC parade entry. This includes, but is not limited to the following:

- Signs up for entry into the Frolic Parade (second weekend in June)
- Works with MHSC Board to determine and purchase parade giveaways
- Works with softball players to design and develop a themed float idea
- Decorates the float ahead of the parade
- Ensures the safety of participants throughout the length of the parade

Volunteering Coordinator: Work closely with the MHSC Board to encourage volunteering throughout the year. This includes, but is not limited to the following:

- Tallies volunteer hours through the VIP program
- Works with youth team parents to encourage parents to get involved at youth games and beyond
- Works with IT Coordinator to solicit volunteers for various youth, high school, etc. activities

Fundraising Coordinator: Works with MHSC Board to implement successful fundraising events. Currently three main events: Calendar Raffle, Staffing Football Concession Stand, and Staffing Norsk Anniversary Concession Stand. This position includes, but is not limited to the following:

- Works with approved vendor to print calendar raffle tickets
- Works with high school team parent and youth coordinators to distribute calendar raffle tickets to players/families
- Collects ticket stubs and funds prior to start of drawing
- Draws names of calendar raffle winners
- Works with Social Media and Communications Coordinator and Volunteer Coordinator to solicit volunteers for high school football concession stand, Norsk Anniversary Concession stand
- Suggest and help implement other fundraising ideas with MHSC approval

Scholarship Chairperson(s): Works with MHSC Board to coordinate the awarding of scholarships to deserving graduating seniors. This position includes, but is not limited to the following:

- Reviews scholarship requirements to ensure students meet the standards set forth by the MHSC.
- Coordinates with the High School Guidance office to obtain student information/qualifications
- Recruits three impartial adults to make up the scholarship review committee. These individuals make the actual selection of the recipient(s).
- Present the scholarships at the Senior Awards Night or recruit a presenter to complete this task

Sponsorship Coordinator: Works with MHSC Board to implement the corporate sponsorship campaign. This position includes, but is not limited to the following:

- Works with MHSC Board to produce a marketing letter for distribution to corporate sponsors
- Prints letters/labels, stuffs materials, and mails letters
- Implements annual sponsorship appreciation event at either high school or youth level

Social Media and Communications Coordinator: Works with MHSC Board to maintain the MHSC website and Facebook account. This position includes, but is not limited to the following:

- Posts activities as approved by MHSC Board to either or both the website and Facebook
- Makes periodic updates to keep social media sites current
- Sends out emails and correspondence to all or partial groups within the MHSC
- Work with the Youth Coordinator(s) and/or the Fall Ball Coordinator to set up and manage the TeamSnap account for the youth teams/players as necessary.
- Maintains accurate contact information for members

Advertising/Marketing Coordinator: Works with MHSC Board and other committees to brand market the MHSC throughout the community. This position includes, but is not limited to the following:

- Suggest and implement ideas to get and keep MHSC in the spotlight
- Work with local paper on MHSC articles
- Work with Social Media and Sponsorship Coordinators to develop and implement ideas to spotlight teams, players, softball in general, and our sponsors in the Mount Horeb Community
- Produce marketing materials as required