



Volunteer Positions Needed for 2017 Season

Chairperson:

- Conduct and run the monthly meetings held the Third Tuesday of each month February through August.
- Book the Park for work nights, Tuesday games, tournament, and June through August meetings.
- Distribute the prior month minutes and post to website.
- Create and distribute monthly agendas and post to website.
- Maintain Membership List.
- Respond to inquiries submitted through the Village Website, Facebook, phone calls etc.
- Assist with development of team rosters and schedules.
- Submit player, coach and volunteer shirt orders to Vendor for processing.
- Place orders and pick up supplies and equipment needed throughout the season.
- Send out Sponsor communications, twice per season. Organize requests for teams/leagues during registration window and prepare and distribute tournament information packets.
- Secure a 12-14 league coordinator & volleyball coordinator.

Head Coach for 5-6 League:

- Teach rules of the game and how to play the different positions.
- Set up field each week prior to first game and put equipment away after last game.
- Recruit parents to cover bases, pitching, catching and dug out duties if needed.

Volunteer Coaches for 5-6 League:

- Six to seven coaches needed for each game as base coaches, pitcher, catcher, and dug out supervision if line up/score keeper is not available.

Line Up/Score Keeper for 5-6 League:

- Prepare batting rosters each week, supervise dugout. Keep score and outs for the tournament.
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Head Coach for 7-8 League:

- Teach rules of the game and how to play the different positions. A written teaching plan is available from previous coaches to be used as you see fit.
- Set up field each week prior to first game and put equipment away after last game.
- Recruit parents to cover bases, pitching, catching and dug out duties if needed.

Volunteer Coaches for 7-8 League:

- Six to seven coaches needed for each game as base coaches, pitcher, catcher, and dug out supervision if line up/score keeper is not available.

Line Up/Score Keeper for 7-8 League:

- Prepare batting rosters each week, supervise dugout. Keep score and outs for the tournament.
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Head Coach for 9-11 League:

- Teach rules of the game and how to play the different positions.
- Set up field each week prior to first game and put equipment away after last game.
- Recruit parents to cover bases, pitching, catching and dug out duties if needed.

Volunteer Coaches for 9-11 League:

- Six to seven coaches needed for each game as base coaches, pitcher, catcher, and dug out supervision if line up/score keeper is not available.

Line Up/Score Keeper for 9-11 League:

- Prepare batting rosters each week, supervise dugout and record runs and outs.
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12-14 League Coordinator:

- Line up coaches prior to the season for each of the teams.
- Secure umpires for the season.
- Coordinate practice schedules for the teams.
- Set up field each week prior to first game and put equipment away after last game. Set up takes about 45 minutes and includes getting the equipment to the field, setting up the scoreboard and lining all four softball fields.

Concession Stand Coordinator:

- 1) Start Up
 - a. Buy supplies from Vendors and Sam's Club
- 2) Weekly
 - a. Make 10-12 pounds of taco meat.
 - b. Grill hotdogs.
 - c. Pick up hot dog buns and lettuce.
- 3) Monday Night
 - a. Set up equipment, get things ready for Tuesday night.
- 4) Keep inventory and order supplies as needed throughout the season.
- 5) Order food for Tournament.
- 6) End of Season
 - a. Sell any leftover product.
 - b. Return any unopened candy.

If you are interested in becoming a member of the Hewitt Rec Committee and fulfilling a position listed above, please contact Jenni Heeg at jenniheeg@gmail.com by August 16, 2016.