

- **Age Group Coordinators Role:**  
\*Executive Role:  
Ensuring players are placed on an appropriate team and coaches are assigned. Be liaison between the team managers and the organization. Able to work with email and excel preferred.
- **Any position as needed Role:**  
Assigned a volunteer role as needed. This could be **ANY** of the positions, including Coach, aids and misc roles.
- **Assistant Director Role:**  
\*Executive Role:  
Assist the Director with overall program management.
- **Director:**  
\*Executive Role:  
Member of the Board. Oversees the management of the entire soccer program.
- **Head Coach and Co- Coach Role:**  
Assume coaching responsibilities for the team. Provide an entry level soccer program which will expose the kids to a controlled team sport environment to foster sportsmanship, teamwork and friendship
- **Equipment Aids:**  
Assists Equipment Coordinator with maintenance, distribution and collection of equipment to all teams.
- **Equipment Coordinator Role:**  
\*Executive Role:  
Manage the maintenance, distribution and collection of equipment. Use other volunteers to aid in this role.
- **Picture Coordinator Role:**  
\*Executive Role:  
Coordinates and oversees all aspects of photo day.
- **Picture Night Aid:**  
Assist coordinator with various aspects of picture day.
- **Registrar:**  
\*Executive Role:  
Manage player and team registration utilizing the online system from your home. Picks up dropped off registrations and fees.
- **Team Equipment Aid:**  
Responsible for bringing the team equipment to and from each game.
- **Team Managers Role:**  
**Keep paper work away from coaches.** Assist coaches with team management and parent delegation. ie: snack schedule, paper work for photos, player counts for wrap up, etc.
- **Uniform Coordinator Role:**  
\*Executive Role:  
Coordinates with Director the ordering and distributing of uniforms to all teams.
- **Volunteer Coordinator Role:**  
\*Executive Role:  
Coordinates with Director and other coordinators by filling in the volunteer and aides positions for the season. Use of data base and e-mailing.
- **Wrap up Aides:**  
Assist Wrap up Coordinator with appointed position.
- **Wrap up Coordinators Role:**  
\*Executive Role:  
Coordinates Season end wrap up Picnic Works with Director and other volunteers to aid in this role.

\*All Executive Roles fulfilled will allow a \$50 credit to each family for registration.

More details for each role will be given to the volunteer as it is filled. Any questions can be sent to the Director,

[soccer@hawkwoodcalgary.com](mailto:soccer@hawkwoodcalgary.com)