

# 20<sup>th</sup> FSS YOUTH CENTER – SPORTS OFFICE VOLUNTEER POSITION DESCRIPTION

**POSITION TITLE:** Sports Program Office Assistant  
**ORGANIZATION:** Youth Center  
**CONTACT PERSON:** Deborah MacQueen  
**PHONE:** 5-2251  
**WORK LOCATION:** Building # 2444  
**ADDRESS:** 322 Laurel St

**HOURS NEEDED:** Flexible  
**DAYS NEEDED:** Monday – Sat  
**START DATE:** ASAP

## **VOLUNTEER DUTIES:**

1. Assist with ensuring officials, equipment and facilities are available for sporting events
2. Assist coordinating, scheduling and planning various sporting events
3. Record statistics for events
4. Report standing and special events to publicity personnel
5. Assist with preparing playing fields/facilities for competition
6. Assist with performing safety inspections of equipment, field and outdoor areas and reports any deficiencies found to the sports director

## **SPECIAL REQUIREMENTS:**

1. Ability to adhere to rules and guidelines
2. Work well with others

## **ADVANTAGES FOR VOLUNTEERS WORKING IN YOUR ORGANIZATION**

1. Opportunity to meet other people

## **TRAINING:**

1. Will train volunteer on office operations
2. One-on-one instruction

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Signature of Volunteer

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Date

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Signature of Volunteer Supervisor

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Date