

## **Announcement of Open Positions to Parish for the Booster Board and Coordinators**

St. Susanna's Athletic Boosters has **IMMEDIATE** openings that must be filled. These positions include three Board members: Vice-President, Communications Director, and Girl's Athletic Director. Open Coordinator positions include Uniform Coordinator, Scheduling Coordinator, Youth Football Coordinator, Youth Volleyball Coordinator, Spiritwear Coordinator, Boy's Varsity Basketball, Girl's Youth Basketball, Girl's Varsity Basketball, Facilities Coordinator and, Fundraising Coordinator. Boosters current Board members and either the Pastor or Pastor's Designee, will be using the process of discernment to determine new Board members.

Please see the Boosters website for information about the Booster Ministry philosophy:

[www.stsusannatitans.com](http://www.stsusannatitans.com)

### **Criteria for Membership:**

- An eagerness and investment to help the Booster Ministry set its vision and direction
- Availability of time and focused energy
- Honest and open communication with peers, Pastor, coordinators, coaches and parents.
- Willingness to support administration and the Pastor in making St. Susanna Boosters a program of excellence.
- Willingness to work through complex problems and differences of opinions.
- Active member of the parish.

If you would like to apply/nominate , please do so by filling out a Board /Coordinator Application form on [www.stsusannatitans.com](http://www.stsusannatitans.com) or the nomination form. You may send the applications to the Parish office or put them in an envelope marked "Boosters" and drop them in the collection basket. All those who have applied/nominated will be contacted for the next step in the discernment and educational process. Thank you for your care and consideration. If you seek more information, please contact any current Board member.

**All Coordinator applications are due on or before January 31, 2012**

**All Board applications are due on or before January 31, 2012**

### **Boosters is looking for volunteers to fill the following Booster Team Positions**

**Vice President** - The Vice President will preside in the absence of the President at all meetings. They will work closely with the President to carry out the constitution to the best of his/her ability and at the same time that all operating goals are accomplished. Additionally the Vice President will:

1. Manage the registration process and administer the registration policies and practices.
2. Consult with the Parish Staff Liaison and/or the Pastor to make decisions to assist parishioners financially when they are unable to pay for their registration fees.
3. Is responsible for updating and publishing the Boosters policies and maintain a current membership roster. The vice-president shall also provide a copy of the Constitution, Handbook, and goals to each new board member.
4. Is the liaison between the Board and the Facilities Coordinator. Works with the Parish staff, as needed, to insure projects are completed.
5. Oversee all fundraising activities and support the Fundraising Coordinator to maximize fund raising activities

**Communication Director** - The Communication Director will maintain an accurate permanent record of all proceedings of Boosters organization meetings. They will create and distribute all the correspondence of the organization. The Communication Director shall be responsible for submission of all items for bulletin. They

shall be responsible for preparing and distributing minutes to all Board members, the Parish Business Manager and the Parish Staff Liaison. Additionally, a copy of the Finance Director's Report will be forwarded to the Parish Business Manager. The Communication Director will also:

1. Be responsible for correspondence with the Parish Scheduler for all Booster meetings
2. Conduct all e-votes
3. Oversee the Website Coordinator and ensure the Boosters website is updated and working as effectively as possible

#### **Athletic Directors -**

The A.D.'s will be responsible for managing and directly supporting the Coordinators who manage the individual girl's sports. They will work closely with the Coordinators to make sure they are following the principles and standards established by Boosters. The A.D.'s will also solicit feedback from the Coordinators and work to make improvements in all sports as necessary. They will assist the President, and the Board, to monitor the activities of parents, coaches, and players and standards of conduct for all. The A.D.'s will ensure effective Coach Selection processes, Coach Evaluation processes and Team Selection processes are utilized. They will also recruit and recommend suitable replacements for Coordinators when needed.

**Sport Coordinators** - Coordinators shall attend C.Y.O. organizational meetings. Coordinators will submit their list of recommended coaches to the parish office to confirm that the coach has completed the Child Protection Seminar and has been Finger Printed. All new coaches will be required to complete a coaching application form that will be reviewed by the Coordinator and the appropriate Athletic Director. Coordinators will dispense equipment, rules and uniforms to all coaches before season and ensure collection at the end of the season. Coordinators will work with each other to resolve conflicts in practice and game times and facilities for all teams. Coordinators will ensure their respective coaches schedule parents to work concessions. Coordinators will ensure coaches communicate with parents in a timely manner to keep them informed and pass along all information concerning league play, cancellations, or changes in scheduling to all coaches and Parish Facility scheduler. All coordinators will submit a budget to the Treasurer for the sport they are administrators for no later than May 31st.

1. Coordinators should observe practices and games to see first hand the quality of coaching on their teams.
2. Coordinators will ensure that all Parent meetings on each team are conducted and that the parents who did not attend are followed up with.
3. Coordinators must hold pre and post season coaches meetings
4. Coordinators must ensure that parents receive and understand the importance of their post season evaluations.
5. Coordinators will make sure that parents discuss in season issues directly with coaches and the issue is discussed with parent.
6. Coordinators will ensure playing time is tracked and the Boosters requirements are met.

**Web Site Coordinator** – The Web Site Coordinator shall be responsible for updating the Boosters web site and making sure it works effectively. They will work with the other Coordinators to train and assist them to update their information on the website. They will also support the Communications Director to keep information accurate and up to date on the website. **HAS BEEN FILLED.**

**Facilities Coordinator** – The Facilities Coordinator will be responsible for ensuring Coordinators complete all day to day maintenance and repairs on Boosters sport equipment and facilities. Additionally, they will be in charge of all large Boosters facilities projects and the necessary planning for each project. The Facilities Coordinator, with the help of the Board Members, will create and update a Master Plan for Boosters equipment and facilities. He/she work with the individual Sports Coordinators when requested to accomplish a project to improve the sports facilities or operations.

<b>Board Positions</b>	<b>When Open</b>
Vice- President	07/01/12
Communications Director	07/01/12
Girl's Athletic Director	07/01/12
<b>Coordinator Positions</b>	<b>When Open</b>
Youth Football (1st-5 <sup>th</sup> grades)	IMMEDIATE
Football Facilities and Equipment	IMMEDIATE
Boy's Varsity Basketball (6th-8th)	07/01/12
Girl's Youth Basketball (3rd-5 <sup>th</sup> Grades)	IMMEDIATE
Girl's Varsity Basketball (6th-8 <sup>th</sup> Grades)	IMMEDIATE
Track and Field	07/01/12
Girl's Youth Volleyball (3rd-5 <sup>th</sup> grades)	07/01/12
Spiritwear	IMMEDIATE
Fundraising	IMMEDIATE
Scheduling	IMMEDIATE
Uniform	IMMEDIATE