

Poway High Girls Volleyball Booster Club
Parent Volunteer Jobs
Last Update: 8/13/19

Varsity Team

Booster Club

- President: Olga Knapp
- Vice President: Tambra Embry
- Treasurer: Nicole Bayer
- Secretary: Gary Voss

1. Team Parent (1 person) – **Olga Knapp**

- General communication out to the team
- Assist the board if they need help chasing items down that involve the Varsity team
- Liaison to the parents on the JV and Freshman teams
- Collect and wash the uniforms for the Varsity team at the end of the season.
- Fill out the checklist provided by Breezy to ensure that all uniform pieces are turned in.

2. Senior Night Coordinator (1 person)

- Coordinate the senior night game activities working with the senior night assistants from JV and Freshman teams (Thursday, 10/24).
- Includes:
 - i. Working with the Senior Night program Coordinator examples both hard copy and electronic version)
 - ii. Décor/balloons and setup for senior night game
 - iii. Working with seniors & Marty (announcer) on getting bio content to be read at senior night game
 - iv. Coordinating photographer for senior night and getting a framed player and parent picture
 - v. Coordinate creation of senior posters by JV and Freshman teams
 - vi. Coordinate flowers for moms and little mementos for dads
 - vii. Working with Senior Night Program Coordinator to make sure all runs smoothly.

3. Senior Night Program (1 person)

- Creating Senior Night program to be handed out (see previous years for examples both hard copy and electronic version)
- Working with seniors on getting bio content to be included in the program.
- Working with Board to get all sponsor/donor names to be included in the program.

4. Host and Coordinate Senior Night Dinner (1 person)
 - Host the Senior Night Dinner (or find another family to host it at their house) and coordinate the food/drinks/RSVPs within set budget. Dinner is immediately following the game and is for varsity players & parents and coaches only.
 - Must have capabilities to set up TV/large screen and audio for the senior video montages.
 - NOTE: Preferably at least one of the Senior night volunteers (Coordinator or Program or Dinner) should be an underclassmen parent to pass along the info.
5. Banquet Coordinator (1 person)
 - Coordinate details for the banquet including working with the venue on menus, working with the banquet assistants from JV and Freshman on RSVPs, ensuring AV works to play the DVDs, ordering cake, pulling together table centerpieces.
6. Take Photographs/Create Year End Scrapbooks (2 people)
 - Take photos of the Varsity team at events and each girl (in action during play) to be used in the scrapbook.
 - Create scrapbook page(s) for each player on the Varsity team and purchase scrapbooks for players who it is their first year on varsity (will be reimbursed by program)
 - The scrapbooks will be distributed at the end of year banquet.
7. Year End DVD Coordinator (1 person)
 - Take Video at various games of each player on the Varsity team and create a year-end DVD that includes some team footage and some footage of each Varsity player.
 - The DVD will be 8-10 minutes and will be played at the end of year banquet.
8. Year End DVD Assistant (1 person)
 - Take Video at various games of each player on the Varsity team and help create a year-end DVD that includes some team footage and some footage of each Varsity player.
9. Snack Bar & Fundraising Coordinator (1 person) – **Tambra Embry**
 - Varsity parent in charge of the snack bar for home matches. This person will lead the snack bar organization (with the help of 1 Freshman and 1 JV assistant) including planning, managing donations, and running the snack bar.
 - This person will create the work schedule for the Varsity team for the snack bar.
 - Coordinate sponsorship/donation items from the Varsity parents for the snack bar and raffle items.

10. Titan Tournament Liaison (1 person)

- Poway High hosts 1 tournament to raise money. The Varsity parents will be working at the combined Freshman/JV tournament on 9/7 at Alliant University.
- This person will create the work schedule for the Varsity parents and run point the day of the tournament. (i.e. call someone if they don't show up, help distribute volunteers)

11. Team Sandwiches/Waters (1 person)

- Lead the ordering and pickup of the sandwiches for the program for away games and scrimmages working with the JV and freshman team sandwich parents.
- Order/Pickup sandwiches/water for away games. (Will be reimbursed by the program)
- Coordinate initial order of what each girl would like for varsity and work with the JV and Freshman parents to get their orders.
- Coordinate/create the schedule for rotation of pickup of Team Sandwiches with parents on JV and Freshman (therefore will only have to personally pick up sandwiches for 1/3 of the games).
- Coordinate getting sandwiches for the Varsity team for the 2 Friday tournament days that the girls will be leaving from school.
- Get the thank you plaque for the sandwich shop at the end of the season.

12. Team Tournament Camp and Food Coordinator (2 person)

- Create the food list/assignments for Friday (dinner) & Saturday (lunch) tournaments that the team participates in.
- Coordinate setting up and securing our camp site for the day including a pop up for shade.
- Coordinating breakfast/lunch/dinner for the girls (depending on our play schedule) at our Arizona Tournament. Maybe a Costco run once we get there.

13. Halloween Team Dinner (1 person)

- Coordinate food/tables/decor for Halloween Tournament

14. Organize Coaches Gifts (1 person)

- Organize coach's gifts at end of season (please include a personal gift like a picture/something from the girls, preferably more personal than just an envelope)