



# Mesa Verde Junior Mavericks Football & Cheer

## Coordinator Duties & Responsibilities

Individuals in the following positions shall report to a member of the Board of Directors, communicate all needs through their assigned board liaison, adhere to the organization's code of conduct, fulfill the required volunteer hours for the season through this role, and serve in a non-voting capacity. All voting related to these roles shall be exercised by the assigned board liaison.

### Cheer Coordinator

- Badged Position
- Report to Vice President
- Coordinate cheer facilities with HS Liaison
- Schedule uniform fittings
- Order cheer uniforms
- Coordinate cheer summer camp
- Manage cheer recruiting
- Register athletes for competitions
- Coordinate pre-season clinic/tryout
- Manage and organize Team Parents

### Football Coordinator

- Badged Position
- Report to the Vice President
- Coordinate football facilities with HS Liaison
- Manage football recruiting
- Ensure practice equipment is brought to the practice field
- Manage and organize Team Parents

### Equipment Coordinator

- Badged Position
- Report to Vice President
- Schedule football uniform fittings
- Order and certify helmets
- Put together & distribute coach equipment bags
- Manage equipment inventory
- Manage game day & practice supplies
- Collect equipment at season end



# Mesa Verde Junior Mavericks Football & Cheer

## Snack Bar Coordinator

- Report to Development Coordinator
- Recruit and manage Snack Bar Leads
- Create menu
- Maintain inventory
- Coordinate setup and cleanup

## Spiritwear Coordinator

- Report to Development Coordinator
- Create and manage spiritwear designs
- Maintain spiritwear website
- Order merchandise and manage inventory
- Create ad order yearbook
- Create and order athlete banners
- Create banquet slideshow

## Fundraising Coordinator

- Report to Development Coordinator
- Plan dinner nights and raffles
- Coordinate fireworks fundraiser
- Organize main seasonal fundraiser

## Events Coordinator

- Report to Development Coordinator
- Plan and organize end-of-season banquet (including: athlete, coach, scholar athlete gifts, etc.)
- Organize special events (4th of July, 8th grade promotion game, Hispanic Heritage, etc.)
- Plan and organize pre-season Jamboree
- Coordinate picture day

## Registrar

- Badged Position
- Report to Compliance & Ethics Coordinator
- Collect registration paperwork
- Take athlete photos for player cards
- Create player cards
- Create team certification binders
- Ensure all athletes are certified
- Process scholar athlete forms



# Mesa Verde Junior Mavericks Football & Cheer

## Bookkeeper

- Badged Position
- Report to Treasurer
- Reconcile and balance budget with Treasurer

## Webmaster

- Badged Position
- Report to Secretary
- Maintain registration system
- Manage social media platforms
- Create teams and schedules in SportsEngine

## Team Parent

- Report to Cheer & Football Coordinators
- Coordinate potlucks and team bonding events
- Manage Touchdown Bucket
- Coordinate end of season party (including: coach & athlete gifts)
- Ensure parents are registered in SportsEngine

## Volunteer Coordinator

- Report to Compliance & Ethics Coordinator
- Track volunteer hours completed
- Recruit volunteers
- Create and manage sign-ups in SportsEngine
- Provide sign-in sheet for game day
- Communicate and update families on remaining hours needed