

Bigfork Soccer Recreational Club Coordinator  
Volunteer Opportunity  
Effective Immediately



### Job Overview

You are the go-to communicator and organizer of the Bigfork Soccer Club Recreation Program. Working collaboratively with the Bigfork Soccer Club Board Members, Club Families, volunteers and other area programs and coaches is essential for operating smoothly. You are the heart, voice and structure of the program.

### Responsibilities

- Proficiency with GotSport admin features (training provided)
- Verifying recreational jersey needs for “kits” online
- Helping determine team placement and structure for players and coaches
- Communicating with the BSC Board and families for registration needs, team requests, player growth, etc.
- Ensuring deadlines are met
- Overseeing and communicating with other administrative and volunteer positions such as equipment orders, game scheduling, referee placement, field space/scheduling, field lines, etc.
- Submitting expenses to Treasurer to ensure that registration fees align with actual Club expenses
- Communicating and collaborating with coaches, players and families

### Qualifications

Strong Communication, commitment to community, vision for the future and strong organizational needs are required. The ability to stay calm and proactively work with coaches and families when facing challenges is key for the effective management of this Recreational Club.

### Time Commitment

On average, this position requires about 5-8 hours of commitment per week with heavier involvement leading into and out of seasons. This is a year-round volunteer position that can be divided.