

# CSU Volunteer Job Descriptions

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## **1. Volunteer Coordinator:**

Finds the volunteers to fill all jobs for the club.

## **2. Team Manager:**

Oversees and manages the various administrative tasks that keep CSU running. Coordinates and sets up the two Opening Meetings (May and September) for the team with Rob. Obtains meeting space for April yoga sessions. Renews insurance contracts. Coordinates agenda for and is member of the CSU Board of Directors.

## **3. Team Membership coordinator:**

Handles membership intake on-line, for returning CSU athletes and new rising BKL skiers, starting April 1st-15th. Monitors and maintains website for most up-to-date skier information. Will collect mailed annual membership dues checks and then turn them over to the treasurer (option for payment directly on-line as well). Assures that all waiver forms are received prior to the athlete starting training. Also compiles Membership Directory from registration database for team members at the end of May.

## **4. Clothing Coordinator:**

Works with our clothing manufacturers to make sample sizes available for the team to try on at the November team meeting, then coordinates and oversees one time late fall team clothing order. Collects order forms and checks, and distributes clothing when it arrives ~4 weeks later.

## **5. New Parent Coordinator:**

Answers all questions and concerns that new parents and kids might have upon joining CSU regarding practices, races, equipment, etc. Organizes an informal welcome event for new parents in the spring/summer and for new athletes in the fall. Follows up with new parents regularly throughout the year to answer questions in anticipation of the change in training seasons.

## **6. Eastern Cup Lodging Coordinator:**

Investigates best rates and makes group hotel reservations for the four Eastern Cup race weekends. Sends out race schedule and lodging suggestions to club in late Summer/early Fall, so families can book rooms for the weekends they plan to

attend. (If race at Craftsbury, had the option to coordinate one group reservation for 20% team discount). Some venues may allow for a team dinner on Saturday night, which this person would help coordinate. (Example: the T&C in Stowe)

#### **7. Jericho Camp Coordinator:**

Assists Rob with a list of campers, collection of fees and organization of rides to and from our Jericho training camp over Columbus Day Weekend.

#### **8. Jericho Camp Chefs:**

Shop for and prepare meals for the Jericho camp over Columbus Day weekend.

#### **9. Lunch Coordinators (Two):**

Coordinate food for Lunch Table at all Eastern Cup weekends, as well as the MA qualifying races, and at U16 Champ and/or EHS Champ weekends (with Western MA parents). Organize transport of Lunch Table equipment (tables, propane tanks, supplies, etc). Coordinate/oversee volunteers for set-up and clean-up of Lunch Table operations on these weekends at the various venues.

#### **10. Norway trip coordinator:**

Coordinator for this April vacation trip would sign up athletes, collect deposits, answer questions; figure out a budget and pricing; arrange lodging; and with Rob's help create a trip schedule which would include some tourist time in Oslo and several days in Lillehammer skiing on the still plentiful spring snow!

#### **11. Toko Wax and Careline Order:**

Works with our Toko Wax rep and Weston Ski Track to make one-time large team wax order purchase in the late Fall. Collects and tabulates individual wax orders and checks from team members. Sorts and distributes wax orders when received from Toko.

#### **12. Wax Team Leader:**

Leads CSU Parent Wax Team on race weekends. Recruits new wax team members. Sends out an email to the wax team to find out who can be at each of the race weekends, and what equipment they will bring (ex. wax bench, tents, generator etc.). Reviews race schedule, number of skis to be waxed and forecast wax call in order to plan for race day. Assigns waxing roles to team members and makes sure the waxing assembly line flows smoothly. Monitors time on race day to ensure skis are fully prepared on time for each race.

**13. Wax Team (Many):**

OPEN to new members joining us for the coming season!

Members of the CSU Wax Team commit to showing up early at Eastern Cup and other races and staying until the job is done. You will have fun doing this job, in the cold, weekend after weekend, we promise! The Wax Team also includes our terrific CSU coaches, who test and determine all waxes, rills and topcoats for the day.

**14. Caldwell Sports Liaison/Ski Evaluation Coordinator:**

Coordinates (and explains in detailed emails) all you need to know to get your current race skis stone ground (September) or to purchase new skis (May), through Zach Caldwell, with team pricing for CSU members.

**16. CSU Summer Camp Coordinator:**

Works with the Head Coach on the administrative paperwork needed by the state of MA to run a summer camp. Handles the CORI screening process for coaches and for parents staying in the CSU team houses during other CSU training camps.

**17. Yoga Teacher/Bemis Hall Coordinator:**

Coordinates and secures dates, location and instructor for our 4-5 week “off-season” yoga recovery classes.

**18. Littleton Fluids Coordinator:**

Recruits volunteers to bring fluids to various drop points along the Littleton roller ski loop for the purpose of re-hydration of our athletes during the warm weather months – usually July and August.

**19. Lake Placid Climb-to-the-Castle Coordinator:**

Coordinates hotel, meals and hike for the fun September weekend in Lake Placid for the “Climb to the Castle” roller-ski race up Whiteface Mountain

**20. Mt. Kearsarge Roller Ski Race Coordinator:**

Coordinates and runs this 2 weekend roller ski race – one classic and one skate – in late October and/or early November at Mount Kearsarge in NH.

### **21. Eastern Cup Race Coordinator:**

Coordinate with Rob and the parent leads for Wax Team, Lunch Table, EC Lodging Coordinator in preparation for the Eastern Cup races. This involves checking in via email with the above to make sure they are all set, and then reaching out to the CSU community to remind everyone to sign-up for races, as well as collecting data about which athlete's are coming and giving that information to the coaches and wax team. Also, let families know if there are special circumstances about the venue (or a change of venue) or specific dinner plans that need to be made. Basically it's an email job!

### **22. Senior Nationals Coordinator:**

Finds appropriate team housing for the athletes and coaches going to Senior Nationals in January and coordinates the flights, ground transportation, food shopping and meal planning for the group, for the week.

### **23. MSA Team House and Carpool Coordinator:**

For the MSA camp team condo(s) – collects names and checks of campers, and helps coordinate rides for campers coming up to MSA without their families. Alerts families to documentation needed for international border crossing (e.g. passport, permission letter for traveling without parent/parents).

### **24. MSA Ski Ticket Coordinator:**

Coordinates the massive discount ticket purchase for CSU athletes and families at MSA.

### **25. MSA Parent Dessert Coordinator:**

Organizes, but not necessarily hosts, a parent dessert at MSA. Find a parent condo near the team house and organize a pot luck dessert for the parents at MSA while the skiers have a dessert party at the team house.

### **26. Bretton Woods Trip Coordinator:**

For the February vacation, Breton Woods Camp team house – collects names and checks for campers at the team house and coordinates the team discount ticket purchase for CSU athletes and families at Breton Woods.

**27. Bretton Woods Team House Cook/Shopper:**

Do all the food shopping, meal planning and cooking for team house.

**28. Bretton Woods Parent Social Coordinator:**

Organizes, but not necessarily hosts, a parent pot-luck at Breton Woods. Find a parent condo near the team house and organize a pot-luck dinner for the parents at Breton Woods while the skiers have a dessert party at the team house.

**29. Mount Washington Road Race Volunteer Coordinator:**

Register and coordinate the CSU volunteers at the Mt Washington Road race in June. You do not have to find the volunteers, as every athlete who bypasses the lottery needs to provide a volunteer. This is a relatively simple job, and is probably best suited for a parent of an older athlete who is planning on running the race.

**30. Rudy Project Coordinator:**

Send out emails about Rudy Project offers for skiers. We have a contact person at Rudy Project.

**31. End of Season Dinner Coordinators:**

Finds a venue for the end of season dinner (early April), organizes the potluck dinner and collects volunteers to help set up and clean up. The actual content of the celebration is run by the Head Coach & Team Manager/Volunteer Coordinator.

**32. End of Season Coaches Gift Coordinator:**

Collects money from CSU and organizes the coaches gifts at the end of season dinner

**33. Alumni Information:**

Maintains a data base of alumni from the CSU program.

**34. CSU Handbook Coordinator:**

Updates and maintains the CSU handbook, usually is a member of the CSU Board.

**35. Team Public Relations:**

Spreads the good word, and good work, of CSU athletes to local media outlets as needed. Writes entries to the CSU blog. This job is also suitable for, or could be shared with, someone interested in taking photographs at race weekends for sharing with CSU community.

### **36. Website Manager**

The Website Manager is responsible for the overall design, development, and management of our CSU Juniors website, as directed by the head coach, the team manager, and other volunteers, depending on what functionality needs to be designed or implemented and what content needs to be updated or added. Our site uses the Wordpress content management system, so if you have past experience using and managing a Wordpress (or similar) site, that would be preferable. If you don't know Wordpress, then a general knowledge about front and back end web technologies, an aptitude for web design, or experience with web site administration would be the minimum starting points for this job. Tasks include user administration, site management, form design, content management, and lightweight graphic design, as well as being willing to train other parent volunteers in using Wordpress to add and manage content on the site.

### **37. CSU Board of Directors:**

The CSU Board, comprised of coaches and parents or alum parents, oversees the club's management. Roles include: Chair, Secretary, Treasurer, Three General Members, Ex-officio members as Head Coach and Team Manager. The Board generally meets approximately 6 times over the year.

### **38. Coaches:**

Last, but certainly NOT least, the CSU coaches volunteer their time and knowledge to develop the fitness and Nordic skiing skills of our student-athletes. The coaches represent a diverse group of adult athletes with experience competing both in the US and abroad. If you have experience Nordic skiing and would like to join our team of coaches please speak with the Head Coach.

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