

CCVC President Position **Job Description**

RESPONSIBILITIES:

- Provide overall leadership for the Club, CCVC to grow and provide the best opportunity **for all players** and of **all ages and skills** to play competitive volleyball.
- Assure the CCVC Commandments are being lived
- Be the “point” person of the organization.
- Establish the season starting budget.
- Secure tryout gym space.
- Organize the coaches tryout plan with the Coach Rep.
- Schedule and organize the season informational meetings for prospective families.
- Organize and present the season DRAFT “plan” to prospective families at the informational meetings.
- Organize and present the season FINAL “plan” to prospective families at the season opening meeting.
- Hire and secure coaches from season to season.
- Prepare and solicit feedback from the parents, players, coaches via the season ending surveys.
- Secure practice facilities / gym space for ALL teams.
- Create the practice calendar and schedule.
- Provide for mini-tourney opportunities for the Development teams and program.
- Work with the Treasurer on the season financial status.
- Work with the Registrar to assure the players and teams are registered for each season
- Maintain the website (or get it maintained).
- Coordinate and lead CCVC Board meetings as well as all regular Club meetings.
- Communicate with Executive Board, Coaches, Team Reps, Carolina Region on a regular basis (typically via email).
- Respond to myccvc@yahoo.com email questions.
- Keep fellow Executive Board members informed on Club issues.
- Coordinate Executive Board meetings.
- Organize and lead all of the Executive Board and General Member meetings.
- Maintain contact with area college coaches and college programs to support the Club activities.

REQUIREMENTS:

- Excellent organizational skills.
- Detailed oriented.
- Timely, operate with a sense of urgency and service.
- Accurate with communications.
- Access to a computer with WWW access
- Proficient with MSWord, MSEXcel, MSPowerpoint, Quicken, email, HTML web language.
- Ability to lead and set directions.
- Ability to delegate non-critical tasks.
- Willingness to take on difficult tasks and issues and see them to positive conclusion.
- Willingness to put “selflessness” first and “selfishness” last.
- Commitment to making CCVC the best organization possible.

TIME COMMITMENT:

- First 3 months in October, November and December – 8 hours per week for a total of approximately 40-45 hours to set up gym time, secure coaches, organize tryouts,
- Next 2 months in January thru February – 4 hours per week for a total of 24-30 hours updating the calendar and website with Coach biographer info, dues info, etc.
- Next 2 months in March thru April – 2 hours per week.
- Next 1 month in May– 4 hour per week.
- Next 4 months in June thru September – 2 hours per week performing general website info and preparing for the next season.

VOLUNTEER BENEFITS:

- Discount of 100% of the season dues for 1 child.