

CCVC Vice-President Position **Job Description**

RESPONSIBILITIES:

- Provide administrative support to the President.
- Support and profess the CCVC Commandments.
- Be a positive role model for CCVC.
- Be the back-up “point” person of the organization and President.
- Organize the “out of gym” tryout volunteers, lunches, signage, tables, chairs, cameras, brochures, forms, paperwork, checks, etc. with the Coach Rep and President.
- Handle ordering, distribution and collection of club equipment like volleyballs, first aid kits, etc.
- Assure volleyball net system hardware in good working order at all gyms, including the Cary Sportsplex.
- Provide miscellaneous maintenance on the net system hardware. Get help for this task from spouse, fellow parents, fellow Board members.
- Work with the Treasurer on the season financial status.
- Work with the Registrar to assure the players and teams are registered for each season
- Assist in the coordination of the CCVC Board meetings as well as all regular Club meetings.
- Coordinate the operation of the Executive Board meetings.

REQUIREMENTS:

- Excellent organizational skills.
- Detailed oriented.
- Timely, operate with a sense of urgency and service.
- Accurate with communications.
- Proficient with MSWord, MSEXcel, MSPowerpoint, Quicken, email.
- 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 – 2 hours per week.
- Next 2 months in January thru February – 1 hour per week.
- Next 2 months in March thru April – 1 hour per week.
- Next 1 month in May– 1 hour per week.
- Next 4 months in June thru September – 2 hours per week.

VOLUNTEER BENEFITS:

- Discount of 50% of the season dues for 1 child.