



Volunteer Director

Beaumont Soccer Association Board of Directors

March 2025

Mission

Beaumont Soccer Association will continue to provide technical training, regular practices, and competition at all age levels. BSA promotes the development of self-esteem, skill development and competition while creating respect for each other in sport. We commit to ensuring that any child that is interested in playing soccer will have the opportunity by offering an inclusive program.

Responsibilities

The duties of this position include but are not limited to:

- Volunteer Position
- Develops and maintains procedures for volunteers
- Schedules tasks for volunteers
- Maintains the SignUp.com volunteer self-assignment tool
- Responsible for ensuring volunteers receive their deposit cheques back upon completion of their task
- Manages volunteer database, updating and reporting
- Responsible for forwarding volunteer deposit cheques to the Treasurer for those volunteers who do not complete their task
- Builds Sign In sheets for each main volunteer activity
- Attends monthly BSA Executive Board meetings
- Attends the BSA Annual General Meeting (AGM)

Qualifications

Ideal Candidates will have the following qualifications:

- Comfortable working with Microsoft Office and Microsoft Teams
- Strong skills with excel
- Able to work independently
- Strong written communication skills
- Available to attend events and support volunteers