



## Job Description

**Position:** Events Coordinator

The Events Coordinator is responsible for overseeing all special events the SPSC is involved in throughout the year.

This position would not need to attend Board meetings, however would need to provide a written update; this is not a position that holds a vote on the Board. The volunteer works for the Sun Prairie Soccer Board and Club. This position works directly with the Communications Director under the supervision of the Board.

**Time Commitment:** 1-2 hours per week

### **Duties considered for this position:**

- UW Clinics
- High School clinics
- Youth Night
- TetraBrazil Camp
- Challenger Camp
- Challenger Developmental Academy
- Equipment swap
- Coaches Appreciation
- Coordinate ball shagging schedule with high school staff
- Other as assigned