



Job Description

Position: Team Manager Coordinator

The Team Manager Coordinator is responsible for recruiting, training, and assisting all Team Managers during the soccer seasons. The Team Manager Coordinator shall perform other duties as prescribed by the SPSC Director of Coaches.

This position would not need to attend Board meetings, however if requested, may need to provide a written report; this is not a position that holds a vote on the SPSC Board. The volunteer works for the Sun Prairie Soccer Board and Club. This position works directly under the supervision of the DoC and Board. The person who holds this position needs to have had experience being a Team Manager in the SPSC for U11 or above.

Time Commitment: 3 hours per month during the soccer season with more time prepping ahead of the season (August/September & February/March 4-5 hours a month)

Duties considered for this position:

- Work with the Competitive and Recreational Directors to choose a Team Manager for each team
- Organize a meeting in July, with all Team Managers, to review their responsibilities during the season
- Main communication liaison between Team Managers and SPSC leadership
- Answer questions and direct Team Managers to appropriate resources before, during, and after the season
- Maintain written resources to assist the SPSC Team Managers
- Each season, collect tournament attendance details for teams. Assist with coordinating team discounts to tournaments with high SPSC team attendance
- Work with Team Managers to facilitate their team's participation in special events sponsored and endorsed by the SPSC
- Maintain a list of all Team Managers with contact information
- Attempt to make contact via email, at minimum, once per season with each manager
- Be available to help with other activities before and after season
- Perform other duties as prescribed by the Classic/Competitive and Recreational Directors or the Board

- Create team binders for Team Managers and Coaches
- Provides Challenger Coaches team information in a team binder with multiple teams in one binder or electronically depending upon each coach's preference