

DGSA VOLUNTEER FORM

Parents Name _____ Phone _____
Please Print Home Cell

E-mail Address _____

Players Name(s) _____

League: U6 U8 U10 U12 Senior (Circle One per Child)

Please check areas of interest and return this form with your child's registration.

_____ LEAGUE COACH (circle age division) U6 U8 U10 U12 Senior

_____ ASSISTANT LEAGUE COACH (circle age division) U6 U8 U10 U12 Senior

_____ CONCESSION STAND COMMITTEE – Please see the attached form.

_____ Concession Stand Coordinator
_____ Scheduler

_____ Opener/Closer
_____ Purchaser

_____ PARENTS NIGHT ASSISTANT – Help prepare and hand out team packets.

_____ FIELD MAINTENANCE – Help prep fields for games or works on facility improvement projects.

_____ PRACTICE TIME FIELD COORDINATOR – Manages master schedule and field times for team preseason practices. Handles practice time draft at coaches meeting.

_____ CLOTHING COMMITTEE – Responsible for helping sell and order league apparel and the development of new styles and items.

_____ PARK IMPROVEMENT WORKER – Help with labor on upcoming construction projects at the ball fields.

_____ GAME DAY PHOTOGRAPHERS – Take action shots of games and players as the season goes on and turn them into the web site developer for posting. Have some fun with this position. We can use as many people as would like to help.

_____ 2010 DGSA YOUTH TOURNAMENT VOLUNTEER (JUNE 4-6)

_____ Grounds Maintenance
_____ Score Keeping
_____ Field Maintenance

_____ Concessions
_____ Runner
_____ Record Keeping

_____ I am interested in being a Team or Corporate Sponsor, please contact me.

VOLUNTEER POSITIONS: DGSA CONCESSION STAND COMMITTEE

CONCESSION STAND COORDINATOR: Oversees and manages the operation of the Optimist Park concession stand with the assistance of members of the Concession Stand Committee and volunteers at large.

Specific Responsibilities:

1. Schedules and conducts Concession Stand Committee meetings as needed (approximately 1-2x/season) and communicates dates and times of such meetings to its members.
2. Attends DGSA Board meetings as required (approximately 1x/year to provide financial report) and serves as the liaison between the Concession Stand Committee and the DGSA Board.
3. Recruits members of the Concession Stand Committee to fill positions essential to successfully maintaining the concession stand (i.e. purchaser, schedulers, and opener/closers).
4. Works with Purchasing team to determine goods to be sold and appropriate prices for such goods.
5. Works with DGSA Treasurer to ensure accurate reporting of deposits and withdrawals to and from the concession stand.
6. Oversees overall management of the concession stand and its volunteers to ensure the stand is being adequately and properly operated. (May require serving as a back up Opener/Closer when necessary).

Volunteers Needed: 1-2 (if co-chair desired). Background check is required.

SCHEDULER: Schedule each softball team to appropriate time slot(s) for volunteering in concession stand and ensure that volunteers will be available to fill necessary slots.

Specific Responsibilities:

1. Meets 1 to 2 times with other schedulers in early spring to set up team volunteer schedule.
2. Drafts master volunteer schedule and distributes to DGSA President and Web Master.
3. Drafts separate volunteer team schedule and distributes to coach of each team.
4. Receives completed volunteer lists from coaches.
5. Follows up with individual volunteers via phone call or e-mail reminding them of the day and time they volunteered to serve at the stand.

Volunteers Needed: 2-4

OPENER AND CLOSER: Ensures that individual volunteers at large are equipped and prepared to serve customers at concession stand.

Opener's Responsibilities:

1. Present 30-45 minutes prior to opening of concession stand to conduct the following:
 - a. Start popcorn machine
 - b. Prepare food such as hot dogs or hamburgers
 - c. Start pretzel machine
 - d. Clean counters and any other areas needed
 - e. Set up condiments
 - f. Place money in drawers
2. Instructs and assists individual volunteers at large of their responsibilities in the concession stand.

Closer's Responsibilities:

1. Present 30 minutes prior to closing of concession stand to conduct the following:
 - a. Clean out popcorn machine
 - b. Wipe out pretzel machine
 - c. Place warm foods (hot dogs/hamburgers) in refrigerator/cooler
 - d. Restock cooler and candy
 - e. Clean counters and any other areas needed
 - f. Count money
2. Makes deposit at designated bank.
3. Gets designated amount of money to assigned Opener prior to next assigned date.
4. Notifies Purchaser of needed supplies or goods.
5. Notifies DGSA Treasurer of deposit.

Volunteers needed: 8 Commitment required: 1 night (Mon-Thurs.) per week (mid-May to late July).

PURCHASER: Assures that concession stand is properly equipped and stocked with necessary equipment and products to serve both the volunteer and customers' needs.

Specific Responsibilities:

1. Negotiates contracts and manages such contracts with appropriate vendors for needed products.
2. Works with Coordinator to decide products to be sold and appropriate prices for such products.
3. Communicates with Openers/ Closers regarding necessary products.
4. Directly purchases from stores and transports equipment and products to concession stand.
5. Sets up delivery time and meets with vendors at concession stand for delivery of products.

Volunteers needed: 1-2 Background check is required.