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**LEAGUE ADMINISTRATIVE JOB DESCRIPTIONS**

The Administrative team provides structure for the League. They ensure supports are in place to plan and execute races compliant with governing bodies, schools and resorts. They orchestrate essential communication, information and equipment. These roles are key to League operations.

**ON-HILL VOLUNTEERS**

**Volunteer Coordinator**

* Prepares the assignment of all non-team individuals for each race, in advance of the event
* Communicates with parent representatives, Chief of Race and Chief of Course to deploy officials, volunteers, gate keepers and course workers for each race
* Keeps track of assignments through the season to ensure fairness among all volunteers
* On race day, welcomes, checks-in and provides information and equipment to officials and volunteers in the morning, and collects all equipment in the afternoon after the race
* Most work is between mid-October and end of February

**Assistant Volunteer Coordinator**

* Supports Volunteer Coordinator fulfill their duties
* Most work is between mid-October and end of February

**Radio Coordinator**

* Manages the league’s fleet of 2-way radios used by officials and volunteers
* Charges radios before the races, prepares and cleans them and keeps inventory of issues related to radios, batteries or other components
* Assists the Volunteer Coordinator in distributing radios at check-in on race day and ensures return of all units after races end
* Provides assistance by supplying batteries or replacement units during races
* All work in January and February

**Sportsmanship Award Coordinator**

* Represents and organize the OISRA Sportsmanship Award within the league
* Provides tools to facilitate voting for athletes showing sportsmanship spirit
* Most work is in January and February

**Equipment Manager**

* Loads trailer with appropriate equipment, in liaison with Chief of Race and Chief of Course
* Unloads trailer and reorganizes equipment in storage shed after every race
* Establishes and tracks equipment lists and alerts the league when items are broken, missing or need to be replaced
* Pre-season work is mainly in November to prepare equipment and then in January and February, before and after each race
* On-site presence not required, though it is preferred

**AV Manager (Timing Display)**

* Pack, transport and store timing display, stand and cables
* Set up at the start of each race and break down at each finish
* All work in January and February

**OFF-HILL VOLUNTEERS**

**Race Secretary**

* Prepares race start orders for all league competitions, in accordance with league rules
* Communicates with head coaches and timing crew to ensure information is received and subsequently provided on time and in proper format
* Most work is 2-3 days before each race, with approximately 2-4 hours of work (including calls and emails) for each race

**Insurance Manager**

* Manages 3 insurance contracts the league needs to operate: General Liability, Directors & Officers, and Equipment
* Prepares renewal applications once a year and communicates with brokers to facilitate the renewal process
* Most work is in October and November

**Award Ceremony Coordinator**

* Plans and execute the league’s end-of-season ceremony
* Designs and manages event logistics, slide show, schedule and awards
* Most work is in January and February

**Website/Social Media Manager**

* Maintains and update the league’s website (metroskileague.org)
* Loads start orders before the race and results after the race
* Communicates official league announcements on the league’s Facebook page (Metro Ski League)
* Works in the fall and winter

**Bib Coordinator**

* Prepares and distributes bibs to teams before the first race and collects them at end of season
* Produces the bib number list based on the league’s procedure
* Keeps track of missing bibs and requests purchase of new ones when necessary
* Most work in December and March

**Marketing Manager**

* Promotes league benefits to teams and sponsors
* Produces marketing materials and promotional items
* Leads fundraising efforts such as feather flag and Columbia give-back programs
* Works in the fall and winter

**Recruiting Manager**

* Promotes importance of Official and Administrative volunteer roles
* Defines roles and recruits to fill open positions as needed
* Works in the fall and winter