



Johnston Soccer Club Volunteer Duty Descriptions & Procedures



It is not uncommon to have conflicts during your assigned volunteer time and due to the large number of volunteers needed we are not able to honor individual requests. Please note:

**IF YOU ARE UNABLE TO WORK YOUR ASSIGNED SHIFT,
YOU ARE RESPONSIBLE FOR FINDING YOUR REPLACEMENT.**

A fully staffed shift is important to the other volunteers and members utilizing the facility. JSC appreciates your support and asks that you make every effort to work your shift or find a replacement. Please see the Volunteer Schedule for names and phone numbers of members who may be available if you need to switch shifts. Your replacement does not have to come from this list but must be **14 years of age or older**. If you or your replacement does not show up for your scheduled shift, you will be held responsible for your original shift and assessed a **\$30 no-show fee**. There are **sign-in sheets** on-site and available when you arrive for all shifts.

Volunteer Duty	Brief Description
North Concessions	Please report to the Concession Stand on the North side of NW 66th Ave 5 minutes prior to your shift starting. When shifts are fully staffed, four people will work at the windows; one or two people will handle food orders, while the others will help with filling the orders and other miscellaneous tasks. One or two people will sell JSC apparel outside of the concession stand. We realize that management of the concession stand may vary if volunteers do not show up.
South Concessions	Please report to the Concession Stand on the South side of NW 66th Ave 5 minutes prior to your shift starting. When shifts are fully staffed, three people will work at the window and with filling orders. One or person will sell JSC apparel outside of the concession stand. Again, we realize that management of the concession stand may vary if volunteers do not show up.
Field Duty	Please report to the garage on the North side of NW 66th Ave at the assigned time. You will work on re-lining the fields, setting goals, replacing corner flags and generally getting the fields ready for Saturday games. The Director of Operations (Ryan Halterman) will be there to train you and get you started. Thursday nights are busy nights, so it is important that you make every effort to be on time so that we are able to get everything ready for the weekend's games.
North Field Marshal	Please report to Tournament Tent near the Concession Stand on the North side of NW 66th Ave , 10 minutes prior to your shift starting. You will stand/sit by 2-3 fields and help visitors with questions about where fields are, what time teams play, help referees by checking team player cards and equipment approximately 15 minutes prior to game starting, alert tournament staff of any problems with referees not showing up or disturbances with visitors.
South Field Marshal	Please report to Tournament Tent near the Concession Stand on the South side of NW 66th Ave , 10 minutes prior to your shift starting. You will stand/sit by 2-3 fields and help visitors with questions about where fields are, what time and where teams play, help referees by checking team player cards and equipment approximately 15 minutes prior to game starting, alert tournament staff of any problems with referees not showing or disturbances with visitors.
North Referee Station	Please report to Tournament Tents near the Concession Stand on the North side of NW 66th Ave , 10 minutes prior to your shift starting. They will direct you to the North Referee Station. On the north fields ensure referees know which fields they need to be at, that they have water provided, and if a referee doesn't show up for their scheduled game; notify tournament staff.
South Referee Station	Please report to Tournament Tent near the Concession Stand on the South side of NW 66th Ave , 10 minutes prior to your shift starting. They will direct you to the South Referee Station. On the south fields ensure referees know which fields they need to be at, that they have water provided, and if a referee doesn't show up for their scheduled game; notify tournament staff.

*****Please sign in for all shifts*****

Thank you for supporting your club. We could not do it without your help.