

LFA Volunteer Coordinator

* Can all be done from the comfort of your own home.
* Throughout the off-season and season, work with the other executives running events to determine volunteer requirements.

* Build the Sign-Up for Volunteers through Sign-Up Genius.
* Send reminder emails for events.
* Answer emails and questions from members regarding volunteering.
* Ensures that other executives running events have a comprehensive list of their volunteers, including a sign-in sheet.
* Attend monthly executive meetings when you can via Zoom or in-person.
* 4-5 hours to set up the Sign-Up to start the year.
* 1-2 hours a month after that.
* 1 hour a week before tournaments/events at the very most.