

Sacramento Valley Women's Soccer League (SVWSL)
Monday, April 29, 2002 Board Meeting

Issue: Effort to Increase League Participation

Recommendation of the Executive Committee: Hire a paid League Representative to run day-to-day league business (draft job description attached).

Explanation: SVWSL team representatives attending the March 18, 2002 Open League Meeting (minutes attached) offered ideas and suggestions for increasing participation in the league. The Executive Committee then met and formed this recommendation based upon one of the most popular ideas presented by the group -- to hire a league representative who would be able to focus 20 hours each week on marketing, advertising, promoting and running the league. Further discussion brought up other advantages to hiring a representative: a central point of communication, a consistent "voice" for the league, someone who is accountable for results, offers an increased level of customer service, can research alternative fields (with lights?) and who could research alternative marketing and fundraising opportunities for the league.

Cost Estimate:

\$15 per hour
20 hours per week
52 weeks per year
\$15,600 per year (gross) plus employer taxes

Equipment: one league computer \$2,000
Cellular telephone and phone charges: \$500 per year

Cost per player (average) of \$20 per season. League would cover half the cost during the first "beta test" season.

Personnel Committee: Volunteers would be needed to staff the personnel committee

SACRAMENTO VALLEY WOMEN'S SOCCER LEAGUE

League Representative

The Sacramento Valley Women's Soccer League (SVWSL) is seeking a League Representative. The position description, responsibilities, and qualifications/requirements are listed below.

The Sacramento Valley Women's Soccer League (SVWSL) is a nonprofit membership organization (athletic league) promoting and organizing women's soccer in the greater Sacramento area. SVWSL was conceived by "soccer moms" in the mid-1970s as the North Area Women's Soccer League (NAWSL). In 1979, NAWSL changed its name to the Sacramento Valley Women's Soccer League, which then and now continues to reflect the momentum and participation from players representing the Sacramento Valley and beyond.

Position Description

The League Representative reports directly to the Personnel Committee. The Personnel Committee reports directly to the Executive Committee and the Board of Directors. However, this position receives task direction not only from the Personnel Committee, but also the Executive Committee. This is a part-time position with flexible hours. However, these flexible hours are to be coordinated with the Personnel Committee. The League Representative's responsibilities and qualifications are outlined below and are not necessarily inclusive.

Responsibilities

Under the direction of the Personnel Committee, the League Representative will assist in:

- * processing team membership dues/player registrations (detailing dues payments; entering information into a database; filing paperwork).
- * drafting correspondence (sent by email, fax, or mail) to teams on various subjects (e.g., fees owed, player registration information, etc.).
- * preparing and distributing Board of Directors meeting packets as directed.
- * answering and redirecting incoming calls and/or assisting callers with league information, material requests, etc.
- * recruiting and promoting players and teams into SVWSL.
- * coordinating advertising program as directed by Board of Directors.
- * interacting on a professional level with leadership, players, and other parties in support of league activities and projects.
- * coordinating the formation of new teams from groups of interested players and mentoring new teams and team representatives
- * monitoring each team in the league for player needs (or other needs? fields?) and appropriately working with team representative to recruit players onto team
- * performing and conducting business in accordance with the current bylaws, policies/procedures, mission, goals, and objectives as set forth by the Board of Directors.

Qualifications/Requirements

The League Representative should possess the following attributes:

- * Experience working for a nonprofit organization is preferred.
- * Self-motivated, highly organized, and positive attitude with good problem-solving skills; must be a team player; a good sense of humor is required.
- * Concise and clear telephone communication; knowledge of proper business English including vocabulary, grammar, and spelling.
- * Must be able to use a computer. (perhaps we should list software programs and platform).
- * Must be able to lift 30 pounds maximum (e.g., registration materials, etc.).
- * Must be able to work weekends and evenings as a condition of flexible hours (e.g., promoting the league at different sports venues, community centers, etc.).
- * Must have own transportation.

Compensation

This position is paid on an hourly basis and is non-benefited. Flexible hours are to be structured so overtime hours do not occur. Salary range is \$15 - \$18 per hour based on experience. **OR** Salary is commensurate with experience.

Application Process

Interested candidates should note the following process:

- * Candidates must complete the enclosed employment application.
- * Submit application, resume, cover letter with salary history, and three professional references by **Date, 2002**. Your resume and supporting documentation must be sent in **confidence** by U.S. mail (no calls or faxes will be accepted) to:

SVWSL Personnel Committee

(Establish PMB for this purpose or just use league's P.O. Box)

Sacramento, CA

- * Qualified candidates will be contacted for an interview beginning DATE. Interviews will be scheduled for DATE between the hours of TIME and TIME.
- * We expect to select a candidate by DATE.

The above information on this description has been designed to indicate the general nature and level of work performed by employee within this job. It is not designed to contain or be interpreted as a comprehensive inventory of all duties, responsibilities, and qualifications required of employee(s) assigned to this job.

The Sacramento Valley Women's League is an Equal Opportunity Employer.