

1. **ACCOUNTING & BANKING** – Manages bills, payments, budgeting, balance sheet, fundraising accounting, records, taxes; works with executive director
2. **BOARD WORK** – Board URU; Directors URU
3. **BUSINESS FILINGS** – Jonathan Bilden
4. **CLOTHING** – Inventory, order, organize, distribute, budget; works with directors
5. **COACH** – coach a team!
6. **COACH DEVELOPMENT** – Matthew Soper and Mike Hussey
7. **COMMUNITY PARTNERSHIPS** – Board and Directors URU
8. **COMPLAINTS / CONFLICTS** – Coaches, Directors URU, Executive Director
9. **DLSO REPRESENTATIVE**– Nita Lundberg
10. **EQUIPMENT** – Inventory, organize, check out, check in, purchase, budget, seasonal support to coaches, works with directors
11. **EVENTS** – Coordinates and plans URU celebration events, works with fundraising, training, and other URU volunteers including directors
12. **FIELDS** – Reserving, managing, organizing, painting, safety, management of use, maintenance, works with directors
13. **FUNDRAISING** – Creates and manages all fundraising opportunities for the URU program, trains and supports coaches, team managers, players and parents, advertises and promotes, fully accountable for any fundraising effort, supports cross-cultural fundraising efforts, ensures all fundraisers are family friendly and fit with the URU vision works with directors
14. **HIGH SCHOOL PROGRAMS** – Directors URU
15. **INSURANCE FILINGS** – Registrar, URU Directors and Lundberg, Nita
16. **LEAGUE DEVELOPMENT** – Lundberg, Nita
17. **LITTLE EAGLES** – Run a six week season of U6 soccer, registration, rostering, train coaches, establish practice schedule, field monitors, equipment, coach training, work with executive director on duties, registrar, background volunteer to ensure your season rosters may be released.
18. **MARKETING** – Promote, educate, post, create and implement marketing plan and budget, possible advertising and support the URU vision in the Upper Rogue, works with directors
19. **OPEN / CLOSE FIELDS** – Unlock, set up game day look, paint fields, maintain fields, pick up trash, lock up and put everything away after game days (**when budgeting allows this is a paid position for EPHS youth*)
20. **OYSA REPRESENTATIVE** – Nita Lundberg
21. **OYSA REGISTRAR**- Veronica Velazquez
22. **PICTURES** – Manages team photo scheduling each season, fields all photo conversation, schedules, questions, works with the EPHS photography department; works with directors
23. **PLAYER AWARDS** – Work with directors to ensure any needed player awards are delivered each season and after special events, budgeting, purchasing; works with URU directors of coaching to determine needs
24. **PURCHASING** – Directors and Executive Director URU
25. **REFEREE POOL** – Nita Lundberg
26. **REGISTRAR** – Update each season, Open, Close, take & make phone calls, answer questions about registration, fees, establishes payment plans, establishes scholarships, receives payments and updates URU accounting registration software with payments, insures players accordingly, registers all URU coaches, works with

executive director - **BACKGROUND CHECKS** – Ensures all board members have annual OYSA compliance met, verifies all background checks are completed and cleared prior to rosters being released to coach, volunteer.

27. **ROSTERING** – Works with registrar to apply players to roster for coaches; works with registrar to ensure background checks are completed each season or as required, produces DLSO laminated rosters prior to each season kick off dates needed; works with registrar and directors
28. **SPIRITWEAR** – Amber Burkus
29. **SPONSORSHIPS** – Manages all sponsors of URU and ensures all their sponsor requirements are met, seeks and supports sponsor relationships and manages the relationship, supports cross-cultural sponsorship efforts, ensures all sponsors are family friendly and fit with the URU vision, relationship manager required, works to update needs of sponsorship requests each season; works with executive director
30. **TEAM MANAGER** – Select team manager organizes all aspects of the team, financials, fundraisers, payments and scholarships, travel and tournament documents, insurance, player cards, practices, fields, you are the representative of the team for all business dealings. Team managers do not coach players. Works with club registrar, team coaches, directors and executive director
31. **THANK YOUS** – Work with directors to ensure thanks are sent, delivered each season and after special events; works with executive director
32. **TRAINING** – URU Directors
33. **US CLUB REPRESENTATIVE** – Nita Lundberg
34. **VOLUNTEER RETENTION** – Directors URU
35. **WCCIA** – URU Board and Directors
36. **WEB** – Nita Lundberg