

# Volunteer Coordinator

## Primary role

The Volunteer Coordinator oversees recruitment, organization, and communication of parent and community volunteers to support team requirements and events. This role manages sign-ups, tracks participation, and ensures all volunteer needs are filled for MCA requirements, race days, and team activities. The Volunteer Coordinator provides regular updates to the Board and works collaboratively with coaches and other board members to ensure successful event execution and community engagement.

## Responsibilities

MCA (Minnesota Cycling Association) volunteer coordination:

- Develop and communicate the team's MCA parent volunteer plan, outlining requirements, expectations, and deadlines.
- Provide sign-up information and content to the Communications Coordinator for distribution via website and email.
- Track volunteer registrations and monitor fulfillment of MCA requirements.
- Proactively communicate with families regarding sign-up status, gaps, and upcoming deadlines.
- Post reminders and updates in TeamSnap to ensure full participation.

Race-day volunteer coordination:

- Create signups for race-day support, including
  - Event setup and teardown
  - Food and beverage coordination
  - Tent host
  - Bike maintenance support
  - Trailer transport and logistics
- Monitor registration levels and fill gaps as needed.
- Communicate role details, expectations, and schedules to volunteers.
- Post reminders and updates in TeamSnap prior to each race event.

Community service coordination:

- Collaborate with coaches to identify and organize team community service opportunities, including events such as Feed My Starving Children and local food shelf donation drives.

- Coordinate volunteer sign-ups, logistics, and communication for each initiative.
- Oversee collection and drop-off of donated items when applicable.

Additional responsibilities:

- Support the Banquet Coordinator by creating sign-ups to recruit volunteers for banquet-related needs.
- Organize and manage the team gear swap event.
- Provide regular updates to the 196 MTB Board, including volunteer participation metrics and identified support needs.
- Support volunteer outreach for rider and ride leader recruitment