



## Justice HS Rowing Volunteer Opportunities

		2022-23
<p><b>Registrar:</b> <i>Records registration information, ensures all forms and payments are received; maintains team roster.</i></p>	<p><i>Collects all registration paperwork (Nov-Feb); Summer Learn to Row (June/July)</i></p>	Aubrey Hess
<p><b>Bookkeeper:</b> <i>update Quickook records; prepare and file tax return as a 501(c)(3) organization (usually May 15); prepare and file 1099s for coaches (Jan, 31 deadline); with Board input, prepare budget and update throughout the season</i></p>		
<p><b>Recruiting Lead:</b> <i>Lead efforts to recruit new rowers both at high school level and at local middle schools, after school erg club, Learn-to-Row Summer Camp, JHS Fall Activities Fair</i></p>	<p><i>4-6 events a year</i></p>	
<p><b>VASRA Volunteer Coordinator:</b> <i>Runs sign-up for VASRA volunteers; attends annual VASRA volunteer assignment meeting; serves as communicator to team from VASRA regarding volunteers.</i></p>	<p><i>Attend VASRA meeting; create and maintain sign-up Genius</i></p>	Sandra Cortes
<p><b>Uniform and Boat Jacket Coordinator:</b> <i>Collects and maintains an inventory of uniforms at season end; collects sizes of rowers upon registration in January; orders uniforms as needed; distributes uniforms by the first March regatta (Polar Bear). Maintain relationship with the uniform vendor (Sew Sporty); also coordinates the ordering of rowing jackets (not provided by the team; boat jackets are an individual purchase).</i></p>	<p><i>Uniforms 1X per year (January) and collect at Annual Awards Picnic in May/June</i></p>	
<p><b>Equipment Maintenance &amp; Repair:</b> <i>May entail such tasks as painting oars, repairing shells, maintaining ergs, boat and trailer maintenance.</i></p>	<p><i>4-5 days a year working with a group</i></p>	Mark Ward, Matt Hardy
<p><b>Launch Drivers:</b> <i>Learn and drive river motorized boats for officials at regattas in the spring.</i></p>	<p><i>Training needed; 3-4 Saturdays of Driving during season</i></p>	Jenna White, Mark Ward, Matt Hardy

<p><b>Regatta Food Coordinator:</b> <i>Creates and manages sign up for snacks/drinks for regattas, coordinates set up/tear down of snack table at home regattas at boathouse.</i></p>	<p><i>6 regattas at Sandy Run; Mathews Regatta or other away events, Stotesbury Cup Regatta; Nationals</i></p>	
<p><b>Event/Social Coordinators for:</b> <i>Spring Fest (Justice H.S. May event), Lake Barcroft Earth Day; Lake Barcroft Sand Day (May); Justice Rowing Open House (October); Kick Off Pasta Dinner (March); Anual Awards Picnic (May/June).</i></p>	<p><i>Can pick one or more events to lead.</i></p>	<p>JHS Spring Fest: LB Earth Day: LB Sand Day: LB Open House: Kick off Pasta Dinner: Annual Awards Picnic:</p>
<p><b>Signup Genius Coordinator:</b> <i>Need one individual to prepare a single team Signup Genius page to be published at the beginning of the season and used during the year. CAN USE PRIOR SIGNUP GENIUS RECORDS TO COMPLETE the page but will need to change dates, etc. This single page will include signups for regatta food during the season, car washes, team pasta dinners, Wreath/Poinsettia/Coffee fundraiser, Kickoff and Annual Awards dinners, VASRA volunteers, etc. Once this is done, most of the work for this task is complete.</i></p>	<p><i>Prepare/maintain Sign up Genius lists for the year.</i></p>	
<p><b>Travel Coordinator:</b> <i>Arranges hotels and group dinners for away regattas. Arranges spring break carpools.</i></p>	<p><i>2 Away Regattas (May and June)</i></p>	
<p><b>Web Sites/Social Media Manager:</b> <i>Maintains the crew web sites (<a href="http://justicerowing.org">justicerowing.org</a>) by updating registration materials, editing web pages with fresh content, managing the merchandise products, and adding news articles. Distributes information as needed.</i></p>	<p><i>Year-round postings to calendar; pictures, and announcements</i></p>	<p>Heidi Gioseffi</p>
<p><b>Display Case Coordinator</b> <i>Places a request for a display case at Justice High School &amp; creates a compelling display to recruit rowers and promote Justice Rowing activities 2 times a year.</i></p>	<p><i>Twice a year; fall (to recruit) and spring (in-season)</i></p>	
<p><b>Towel Washer/s</b> <i>In-season need to routinely wash/dry towels to keep them mildew-free and stocked in our boathouse. Teams up with rower to bring home/laundry towels on Tuesday, return clean on Wednesday; bring home/laundry towels after Friday practice (or Saturday regatta), return on Monday.</i></p>	<p><i>March – June, and after special events (EX: Open House, Learn-to-Row)</i></p>	
<p><b>Scrip program: Gift Card/Coffee Subscription Coordinator:</b> <i>Maintains list of customers, tracks monthly card orders, and distributes cards/coffee for year-round fundraiser</i></p>	<p><i>Monthly ordering and delivery of cards (4 hours per month)</i></p>	

<p><b>Wreath and Poinsettia Sales Coordinator:</b> <i>Coordinates marketing of annual wreaths, poinsettias &amp; coffee fundraiser; prepares materials for door-to-door sales, compiles and enters orders. Places order with Mickman's/ alternative supplier for best value</i></p>	<p><i>Preparation in Aug/ September – big push in October/ November</i></p>	
<p><b>Wreath and Poinsettia Delivery Coordinator:</b> <i>Coordinates delivery of products from annual wreaths, poinsettias &amp; coffee fundraiser, sets up delivery routes, manages fulfillment.</i></p>	<p><i>Preparation of routes in November; leads sorting and delivery 1<sup>st</sup> weekend in Dec.</i></p>	
<p><b>Car Wash Coordinator:</b> <i>Create sign up, advertise, oversee set up/tear down of equipment for four car washes</i></p>	<p><i>3-4 carwashes a year –April/May/ June/September/ October</i></p>	
<p><b>Restaurant fundraiser:</b> <i>Identifies and works with local restaurants to set up fundraisers, coordinates with JHS activities office to avoid conflicts with other organizations, advertises fundraisers to local neighborhood email lists and JHS News You Can Choose newsletter.</i></p>	<p><i>3-4 per year</i></p>	
<p><b>Spirit Wear Coordinator/Fundraiser:</b> <i>Coordinates with Head Coach and Captains about desired spirit wear; maintains contact w/vendor(s) regarding the pricing, choice of spirit wear, and bulk delivery; distributes inventory; coordinates with graphic designer to create on-brand design.</i></p>	<p><i>1-2 times per year (once if February after registration)</i></p>	
<p><b>Letter Writing Campaign Coordinator</b> <i>Coordinates annual donation request letters by making copies, purchasing envelopes and stamps and recruiting volunteers to facilitate envelope-stuffing. The process starts in August with mailing in early September.</i></p>	<p><i>Annually in August</i></p>	
<p><b>Grant and Sponsorship Researcher and Writer</b> <i>Researches and secures funding from grant-making organizations; writes applications with a keen understanding of Justice Rowing and our rowing-related programs (Learn-to-Row program, middle school after school program, away regattas), material and financial needs, and budget). Must be strong writer with exceptional grammar and spelling skills, organized, and deadline-oriented to meet grant deadlines.</i></p>	<p><i>Ongoing</i></p>	