*MAST Volunteer Positions 2018-19*  
**Administration: Administrative Support to the Head Coach**  
Assist the Head Coach with submission of coaches’ documentation to the MPS School District in the fall of 2018 and coordinate the communication/distribution of MPS athletic registration/health forms to parents.  Communicate with the District to make sure they received the forms.  During the ski season assist with the coordination of athlete registration for races and supplemental training. ​

**Administration:** **Alumni Director**  
Build on the work of former MAST parents to build an alumni database and initiate/maintain outreach to MAST alums.

**Administration: Communication and Marketing**  
A.  Identify key communication contacts at each MPS middle school and high school. Work with these contacts to disseminate MAST marketing information, particularly information about our Fall Information Meeting. Time commitment period will be August 15 through October 2018.  
B.  Report the race results to the newspaper, MPS athletic directors, and MPS communications personnel. Help our racers to get the same recognition as other sports. If we don't report the results they are not put in the paper.

**Administration: Future Board Member**  
Help us develop and secure the future of alpine racing in Minneapolis by getting involved with the organizational vision and operation of MAST.  We will need more board members for the 2018-19 season.

**Administration: Registrar(s)**  
One or two persons who are computer literate and can manage the on-line MAST registration process. This includes working with our registration service (currently Sports Illustrated Play) to set up the MAST registration site; managing early registration for returning athletes; sending welcome letters to new registrant families; updating the team roster, email address book, and google-groups account as registrations come in. Key time commitment period will be September 1 to November 15th 2018.

**Administration: Treasurer**  
Working closely with the MAST bookkeeper, the Treasurer oversees MAST financial activities and chairs the finance committee to prepare budgets and financial reports.   Key time commitment period will be August 15th 2018 through June 2019.

**Administration: Volunteer Coordinator**Coordinate with the Head Coach regarding volunteer needs and the new parent orientation meeting.  Ensure on-line volunteer sign up information and communication systems are in place.  Manage communications with parents interested in volunteering and help recruit volunteers.  The key time commitment will be the fall/early winter of 2018 with on-going coordination through the competition season.  
  
**Administration: Volunteerspot Editor**  
We have established Volunteerspot templates for each race to recruit volunteers needed to run the race and for food requests for the invitational and section races. The Volunteerspot Coordinator will need to work closely with the Website Supervisor and the Race Food Coordinators and Race Day Coordinator.  
  
**Administration: Website Supervisor**   
The MAST Website is a valuable communications tool for our team.  We need one or two people to learn how to update the website on a regular basis.   The current website uses Weebly and is very user friendly.  One does not need to be a computer whiz to take on this role.   We will need someone that can help upload photographs as needed. Although the website is somewhat dormant during the Spring and Summer months, it is a twelve-month commitment.

**Fundraising: Director of Fundraising**  
Oversee the fundraising efforts of MAST.  With the MAST Executive Board, assess the fundraising needs for 2018-19 and beyond.  Coordinate with parents and racers and the larger community to meet those needs.  This commitment will start late summer 2018 and ends early winter 2019.  Instructions and contacts will be provided.  Volunteers for each event are requested via VolunteerSpot.

**Fundraising: Individual Fundraising Project Chair**  
Lead the effort to select and manage a fundraiser that benefits the financial needs of individual athletes. Many chairs are already in place for 2018-19 but it would be great to have people willing to chair these events in 2019-20 who can shadow the ’18-’19 chairs.

**Fundraising: Great Harvest Bread Company Baker of the Day**  
Co-Chair the 2019 Great Harvest Bread Company Baker of the Day Fundraiser.  Lead the marketing and organizational efforts to make this day especially fruitful.

**Fundraising: Chipotle Event Coordinator**  
Work with Chipotle management to set a fundraising date.  Promote/communicate the date with membership and the larger community.   Follow up with Chipotle and MAST Treasurer regarding payment.  
  
**​Fundraising: Give to the MaxDay Coordinator**  
Work with the website manager to get the word out to families about the opportunity to give to MAST.  
  
**Fundraising: Hoigaard’s Tent Sale Coordinator**  
Coordinate MAST involvement with Hoigaards.  Promote/communicate  fundraiser details with MAST membership. Establish online sign up process.  Track sign ups and hours worked.   Work with Hoigaards to receive payment. Work with MAST Treasurer to properly credit athlete accounts.   
  
**Fundraising: State Fair Goat Barn Cleanup Coordinator**  
Coordinate MAST involvement with the MN State Fair.  Promote/communicate fundraiser details with MAST membership.  Establish online sign up process. Track sign ups and distribute Fair admission tickets.   Supervise clean-up effort and follow up with State Fair management for payment and feedback.

**Giants Ridge: Parent Social Coordinator**  
Help coordinate reserving lodging where parents and families can stay for a reasonable price, share food, socialize and have fun!

**Giants Ridge: Parent/Family Group Lift Ticket Coordinator**  
Help coordinate ordering lower cost group lift tickets for families that ski at Giants Ridge.  Group tickets have to be pre-ordered.

**Instructor and Coach**  
Parents who have advanced skiing abilities are invited to share their expertise with our athletes.  Participate one or more times a week as a volunteer coach.  Training and supervision will be provided.  We especially need instructors in late November and the first half of December who can teach basic skiing skills to new team members who have minimal skiing background.  Assistant coaches for the 2018-19 season will be invited to training sessions the fall of 2018.

**Photographer(s)**  
Help preserve the memories of the season by taking still photos of our athletes as they train, compete, and cheer on their teammates.   Work with our website supervisor to post the photos on our website.  The more photos the better so there is no limit on the number of photographers we would like to have.   
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**Racing: Race Day Volunteer Coordinator**  
A well organized and successful race requires a lot of parent help including:  gate judges, starters, bib coordinators, course workers, announcer and score board keepers.  The coordinator needs to arrive to races somewhat early to locate bibs and provide directions to volunteers.  The race coordinator will need coordinate with the VolunteerSpot Coordinator to make sure sign ups are in place for each race at the beginning of the season and coordinate adjustments during the season per requests from the Head Coach.  
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**Special Events: Meal Coordinator**  
Athletes get hungry, especially when they spend all day at a ski meet.  Provide (HEALTHY) snacks and meals for MAST athletes, coaches and parents at the day-long invitational and section races.   These will be NUT FREE events due to athlete allergies.  There will be a website Volunteerspot coordinator for food requests.  VolunteerSpot templates from 2018-19 are available. We have established lead food coordinators for each race.  We need someone to coordinate the Invitational Races and Section lead food coordinators and keep track of the dry goods supplies such as plates, cups, bowls and utensils.

​**Special Events:** **Giants Ridge Camp Lunch Coordinator**  
We need to supply lunch for the athletes and coaches who attend the Giants Ridge Camp. The usual menu is soup or chili (pre-packaged frozen and from a food vendor), fresh sandwiches, fruit, and veggies. The lunch coordinator would help recruit volunteers who would assist one or more of the camp days with the tasks of: heating up the soup and setting out sandwich ‘fixins’, as well as the fruit and veggies.   The lunch crew would also oversee clean up and food storage after lunch.   We have used Volunteerspot to coordinate volunteers for this.

**Special Events: Giants Ridge Food Purchase Coordinator**  
Buy the lunch food and order soup needed for Giants Ridge.

**Special Events: Giants Ridge Camp Lunch Worker**  
Be part of the GR Lunch Crew that helps refuel our hardworking athletes at our annual Giants Ridge Training Camp.

**Special Events: MAST Picnic**Organize the Beard’s Plaisance pot-luck picnic for late September/early October.  This will be done in coordination with the MAST Board.  Duties include: reserve the space, promote the event, coordinate grilling, potluck and clean up.  
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**Special Events:** **Wild Mt Invitational Food Coordinator**  
Establish the menu and communicate needs to the VolunteerSpot coordinator.

**Special Events: Welch Village Invitational Food Coordinator**  
Establish the menu and communicate needs to the VolunteerSpot coordinator.  
  
**Special Events: Section IV Championships Food Coordinator**  
Establish the menu and communicate needs to the VolunteerSpot coordinator.  
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**Supplemental Training Emergency Responder**  
Attend Supplemental Training at Wild Mt and Welch Village.  In the event of an injury to an athlete, the Emergency Responder would be responsible for assisting the athlete and ski patrol with first aid, forms, and follow through. This may include contacting the parents, driving the athlete to an emergency room, and/or sitting with and monitoring the athlete for the duration of practice.

**Racing: Statistician**  
Track race results, update the website with race results, update win-loss record.  Track athlete lettering points after each race.   
   
**Racing: Tent Coordinator**  
At invitational races and sections, many teams set up a team tent that serves as a gathering spot for athletes and fans.  We typically serve lunch in the tent.  The tent, fire, and traditional couch help foster team unity and spirit at invitational races and the section championships.  We have been using the VolunteerSpot to solicit volunteers to help with the tent and firewood for each race.  Ideally there should be a team of folks that can arrive early to the race to help set up the tent.  It promotes parent bonding too!

**Other?**  
Have we missed a skill or talent that you possess and are willing to share?

If you would be interested in assisting with any of these positions, please contact volunteer directly or contact Jean Hutchinson-Legler at [**nokomisleglers@comcast.net**](mailto:nokomisleglers@comcast.net)**.**