The Volunteer Coordinator position is responsible for the following:

* Using an existing template, set up volunteer sign up for each of three home meets on our website.  This is all online and takes about 45 minutes to complete.
* Review volunteers prior to meet, ensuring all positions are filled.  Send out reminder emails as needed.  At most, 15 minutes total before each meet
* Confirm volunteer times after each meet.  It's really checking a box online confirming volunteers showed up and helped out.  10 minutes
* Attend a portion of each home meet.  Ideally, this position should have a primary Volunteer Coordinator and then an assistant.  That way, one person can attend the morning session, and another attend the afternoon session.
* Attend monthly board meetings.  1.5 hours per month.