**Club Skills/Jobs**

The list below contains skills sets and jobs that we need parents to fulfill to help our club run smoothly and share the responsibilities so that no family has an undue burden. Please review this list and determine which skills/Jobs you and your spouse are gifted. During the registration process you will be asked to select all areas that you are suited. It does not mean that you will need to serve in each area.

Thank you for sharing your talents with the club!

**Skill Sets:**

* Marketing (Publisher, Mail Chimp, Electronic newsletter)
* Cooking/baking (for club awards, parties, and possibly tournaments)
* Transportation – helping to transport club assets to and from our local tournaments with a pick-up truck or large SUV

**Club Jobs:**

* Club Party Coordinator/Assistant – Organize both Christmas (traditionally a potluck) and EOY Party
* Community Judge Recruitment Lead- prepare flyers/business cards to distribute to families to help recruit judges/Contact local organizations about opportunities to serve.
* Corporate Donations Coordinator -contact local stores/businesses for donations for club/tournament use. Ex: Chick-fil-a has a form to fill out for organization seeking donations of food/gift cards
* Graduation coordinator - parent of an 11th grader who will assist in the graduation ceremony to ensure it operates smoothly
* Club Spirit Coordinator - organize a t-shirt order, purchase gifts for coaches at end of year, keep track of birthdays to be announced at club)
* Social Media Coordinator – post results from out of town tournaments, adding pictures to both our public and private pages
* Photo Coordinator – take pictures at club and tournaments, ensure each IF member has been photographed in action (possibly create end of year slideshow for EOY party)
* Clean up Coordinator – Routinely check clean up supplies and monitor parent-led cleaning; when needed, ask for additional volunteer to finish a job
* Hall Monitor Lead - you will oversee the scheduling of each family to serve as hall monitors during club meetings and remind them weekly
* Junior Club Leader/Assistant -several parents are needed to serve on a rotating basis in leading the Juniors activities during Speech each week