| Churchland Soccer League | Churchland Soccer League  Position Description  **Staff Position: Concessions Manager**  ***Revised 2025*** |
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**CSL MISSION**

The primary mission of Churchland Soccer League (CSL) is to provide access to amateur and semi-pro soccer, for youth and adults. CSL shall promote soccer to players and parents, and aid in the education and development of soccer players, coaches, referees, and related volunteers.

**EXPECTATIONS OF STAFF POSITIONS**

Staff are responsible for specific operational functions of the Churchland Soccer League. Staff are expected to:

* ensure the functions of their position are executed expertly.
* work collaboratively and communicate effectively with the Board of Directors, League members, coaches, parents, and players.
* represent the League in a professional, knowledgeable manner at all times.
* develop and maintain good working relationships.

**EXPECTATIONS OF INDIVIDUAL STAFF POSITIONS**

In addition, staff are expected to participate in three additional broad duties:

1. Duty of Care: pay attention to CSL’s activities and operations.
   1. know the organization’s mission, policies, programs, and needs.
2. Duty of Loyalty: put the interests of CSL before personal and professional interests.
   1. serve as active advocates and ambassadors for the organization.
   2. sign an annual conflict-of-interest disclosure and update it during the year if necessary, as well as disclose potential conflicts before meetings and actual conflicts during meetings.
   3. maintain confidentiality about all internal matters of CSL.
3. Duty of Obedience: comply with applicable federal/state/local laws; adhere to CSL bylaws; remain guardians of the mission.
   1. prepare for, attend, and conscientiously participate in board meetings.
   2. follow the organization’s bylaws, policies, and board resolutions.

**ROLE OF THE CONCESSIONS MANAGER**

The Concessions Manager is a staff position that reports to the Vice President of the CSL Board of Directors. The Concessions Manager shall ensure the League’s concession stand opens and operates weekly, during each season.

**Specific Duties of the Concessions Manager:**

1. General: Oversee a list of concession volunteers from the Volunteer Report, each season, from the registration forms data through SportsConnect and retain a current list at all times. Organize a sign-up spreadsheet, circulate to all concession stand volunteers, and communicate with volunteers when needed. Provide a weekly schedule of volunteer workers along with a sign-in sheet to the CSL Board of Directors. Charge volunteers, when applicable, the Non-Volunteer Fee if the volunteer should not complete the volunteer hours required to CSL. Clean, organize, and make weekly purchases of supplies to ensure the concession stand opens in a fitting manner.
2. Financials: Receive suitable quantities of change bills not to exceed $150 (beginning drawer amount) each weekend for concessions. Maintain an additional amount not to exceed $100 in change bills to remain in the cash box. Ensure all funds collected are turned in at the conclusion of each weekend and readied for deposit.
3. Meetings: Attend all meetings of the League, as well as annual, special, and general meetings.
4. Staff Duty: Assist in performing board duty, as requested and as scheduled. Staff Duty includes:
   1. Helping and/or assisting in concessions.
   2. Being available and visible for questions and answers from parents, players, coaches, facilitators, or any others as related to CSL.
   3. Having knowledge of field usage, schedules, and facilitators during Staff Duty time.
   4. Opening and/or Closing of the fields, building, and concessions if Staff Duty time is scheduled for said time.
   5. A commitment of 2 hours prior to or after your player’s HOME matches and/or your team’s HOME matches as needed or requested by the Board of Directors and/or President of the Board.
5. Term of Service: The term of service shall be one year, but not more than two (2) years consecutively in the same position.

**Assistant Concessions Managers are non-voting subcommittee members who:**

1. Are appointed and approved by the Board of Directors
2. Assistants assume responsibilities, as approved by the Board, of the Concessions Manager in the event the Concessions Manager is unavailable or unable to perform the duties as outlined above.
3. Work in close coordination with the Board and staff to ensure concessions is opened and operated as planned.
4. Attend meetings as required and coordinated with the Board.