**Parent Volunteer Job**

Athletic Volunteer Scheduler – Varsity Girls’ Basketball

Points: 2

Report To: Basketball Coach

Supplies & Where They Are Located: Money box can be found in the school office – Scoreboard controller can be found in the cabinet in room 203

Responsibilities:

1. Check the school calendar to verify basketball schedules
2. Communicate with Varsity girls’ basketball parents to get volunteers to keep gate, keep the score book, and work the score board. Have parents sign up to work specific dates/times.
3. Send reminders to parents the day before they are scheduled to work
4. Submit a final schedule to the coach and to the school office