



Tualatin Timberwolves Youth Football Association

P.O. Box 394
Tualatin, OR 97062
www.tualatinyouthfootball.org

Team Parent Coordinator **"Non-Voting"**

Objective:

The Team Parent Coordinator (TPC) is responsible for recruiting, training, and assisting all Team Parents during the football season. The TPC shall perform other duties as prescribed by the **Coach of Coaches**.

Responsibilities:

- Work with the **Coach of Coaches** and Head Coach of every team to choose a Team Parent for their respective team
- Schedule regular meetings to inform Team Parents of:
 - Organize a meeting during the first week of the football season with all Team Parents to review their responsibilities during the season
 - Positions to be filled by parent volunteers: Field greeters, chain gang, field set up/break down, trash pickup, game announcer, newsletter writer, sportswriter, weightmaster, statistician, end of the season party planner, concessions worker, play counter, etc.
 - Special events/activities
- Maintain a list of all Team Parents with contact information
- Maintain sign-up forms and establishes a system to log parent participation hours
- Be available to help with other activities before and after season
- Coordinate all game day help with Team Parents/Parent Volunteers
- Attend board meetings if requested by the board
- Perform other duties as prescribed by the **Coach of Coaches** or the Board

1/17/06