2015 West Garden Grove Youth Baseball
Auxiliary Board Descriptions
updated 10/2014

The term begins on September 1, 2014 and goes through August 31, 2015. This includes being available during post-season tournaments and Winter Ball.

Help with any questions members may have about the league.

Attend all Auxiliary Meetings which are usually held once a month.

Volunteer at all registrations and events.

Depending on what positions are open, you could be asked to help with other duties, (e.g., filling in for a snack shack shift, coordinating events, apparel, etc.).

Snack shack duties. All auxiliary board members are required to open or close the snack shack. See below for shifts:

- 4 pm on weekdays or 8 am on Saturdays
  Opening snack shack duties include, but not limited to: Assisting the shift by starting to prepare any food that requires heat (chili, hot dogs, churros, etc.), making sure all the candy and coolers are stocked, getting the money out of the safe, etc.

- Close (usually around 7:30 pm) the snack shack one day a week. You can choose to close on a certain day (i.e. Tuesday) throughout the season when a game is played on that day.
  Closing snack shack duties include, but not limited to: Assisting the shift by cleaning up, making sure everything is shut down properly, counting the money, taking inventory and making the bank deposit with an executive board member.

President – Position Available
Member of the Executive Board

1st Vice President– Position Available
Opening Ceremonies

2nd Vice President – Position Available
Team Rep Binder/Meeting, Pancake Breakfast

3rd Vice President– Position Available
Player Appreciation/Movie Night
Closing Ceremonies

Snack Shack Coordinator– Position Available
Create the snack shack schedule, keep inventory stocked in snack shack, purchase all items for snack shack, work directly with Pepsi and Icee, maintain all appliances, create menu and pricing, approve junior auxiliary members

Asst. Snack Shack Coordinator– Position Available
Assist snack shack coordinator with all duties listed above. Also coordinate the 50/50 on Saturdays

Recording Secretary– Position Available
All Administrative duties: e.g., making labels, confirming venue for meetings taking rsvps and preparing agenda for meetings, creating sign in sheet for snack shack workers

Apparel Coordinator
Manage all apparel orders and sales. Coordinate all banners for events.

Yearbook Coordinator– Position Available
Take photos at league events, games, and of players for the home run club. Coordinate with yearbook vendor and collection of photos for yearbook.

Division Coordinator Positions
Inform team representatives within your division of any league updates and deadlines (e.g., apparel orders, yearbook submissions, sponsorships, snack shack schedule, etc.). Be available to answer questions that your team representatives may have about the league. Distribute any league materials and handouts to the team representatives. Attend a team representative meeting prior to the spring season where we go over the responsibilities of the team representatives.

Division Coordinators
Bronco– Position Available
Pony – Position Available
Pinto– Position Available
Mustang – Position Available
Foal– Position Available
Shetland – Position Available