



Sponsor, Publicity & Events Coordinator - AYSO Region 677

Purpose

The AYSO volunteer position of sponsor, publicity & events coordinator is intended to recruit and organize the region's sponsors, disburse information concerning regional activities to the general public and to be responsible for organizing any one of or all special events of the region.

Specific Duties and Responsibilities

The sponsor, publicity & events coordinator is expected to:

1. Ensure the accurate and timely communication of sponsors and sponsor names, so that they can be published on the website and plaques can be made.
2. Attend registration days.
3. Get approval of the special event by the regional board;
4. Recruit workers to help organize and run the event;
5. Schedule location and time of the event; and
6. Secure equipment and materials needed for the event.
7. Be responsible for all regional publicity;
8. Attend regional board meetings;
9. Oversee copying and distribution of advertising fliers to all the elementary and secondary schools from which the region has drawn its players three to four weeks prior to the first registration day.

Qualifications and Desired Skills

To be considered for the position of sponsor, publicity & events coordinator, the applicant should:

1. Be organized;
2. Be detail oriented;
3. Represent the ideals and philosophies of AYSO; and
4. Successfully pass a screening, including a background check.

Supervision Protocols

While performing as the sponsor, publicity & events coordinator, the volunteer is:

1. Subject to the bylaws, rules, regulations, policies, procedures, and guidelines of AYSO;
2. Under the overall authority of and directly supervised by the regional commissioner; and



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3. To maintain the recommended adult to child supervision ratio of 1:8 or less; that is one adult for every eight or fewer children and two adults (one of whom may be the coach and one of whom should be of the same gender as the group) present at all times. For the protection of both the children and the volunteer, no volunteer should permit himself or herself to be alone with any child or group of children (except his or her own) during AYSO-sponsored activities.

Time Commitment

The anticipated time commitment for a sponsor, publicity & events coordinator is a full year.

Orientation, Training, Certification, and Continued Education Provided

To prepare a volunteer for the position of sponsor, publicity & events coordinator, AYSO will offer the following educational opportunities which the volunteer is expected to take advantage of and participate in, as appropriate.

1. Orientation by the regional commissioner;
2. Board and Staff Introductory Certification (BASIC);
3. AYSO Safe Haven Program; and
4. Appropriate Section Conferences workshop(s).

Activity Locations

While performing the duties of sponsor, publicity & events coordinator, the volunteer is limited to the following locations, unless expressly authorized in writing by the regional commissioner to hold activities in another location.

1. Regional board meetings;
2. The annual Section Conferences;
3. Assigned field locations;
4. Assigned classroom locations; and
5. Independent work at home alone, in committees of adults, or in a properly supervised situation with children.