



Volunteer Coordinator & Recruitment -Region 677

Purpose

The AYSO volunteer position of volunteer coordinator/ recruitment is intended to assist and work closely with the regional commissioner and board in recruiting new volunteers, to donate their time and talents for the successful operation of the region and for the succession planning of region board and staff members.

Specific Duties and Responsibilities

The volunteers' coordinator and recruiter is expected to:

1. Work to fill the list of available jobs received from the regional commissioner and board, and submit the names to the nominating committee;
2. Find jobs throughout the season for volunteers and replace those volunteers who are absolutely unable to perform their jobs;
3. Find workers for jobs that are understaffed from time to time;
4. Coordinate a pre-season meeting for team parents to go over the team parent handbook;
5. Maintain a list of team names, ensuring that all team names are AYSO appropriate and do not infringe on any trademark.
6. Serve as a liaison between regional commissioner, board and parent volunteers regarding any questions, problems, or general information throughout the season.
7. Maintain a schedule of and recruit parents to monitor fields.
8. Help the CVPA to ensure that all volunteers are registered and Safe Haven Certified; and
9. Carry out this job from home without a specific schedule except as necessary to fill volunteer positions.

Qualifications and Desired Skills

To be considered for the position of volunteer coordinator/ recruiter the applicant should:

1. Have good phone skills;
2. Have some knowledge of the regional and area structure;
3. Take direction well;
4. Have good communication skills;
5. Successfully pass a screening, including a background check.



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Supervision Protocols

While performing as the volunteer coordinator and recruiter, 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
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 the volunteer coordinator and recruiter is a full year.

Orientation, Training, Certification, and Continued Education Provided

To prepare a volunteer for the position of volunteer coordinator and recruiter, AYSO will offer the following educational opportunities which volunteers' coordinator and recruiter are 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 volunteer coordinator & recruiter, 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.