



National Program Administrator

Purpose

The National Program Administrator (Program Administrator) provides advice and support to the National Commission (Commission) and works closely with the National Commission Chairperson (Chairperson). In cooperation with the Chairperson, the Program Administrator reviews, revises as necessary and implements the AYSO National Program, provides advice and technical expertise to AYSO staff, the President, and the National Board of Directors (NBOD), and administers additional activities and initiatives supporting AYSO and the National Programs as needed or directed.

Responsibilities and Duties

The Program Administrator is expected to:

1. Support the AYSO National Programs and the National Advisory Commission in both specifics and spirit;
2. In conjunction with the Chairperson and the National Board of Director Liaison to the Advisory Commission (Liaison), provide the President and the AYSO NBOD with nominees for appointment to the Commission;
3. Provide advice and support to the Commission upon direction of the President, the NBOD or its designee;
4. In conjunction with the Chairperson and the Commission, direct the implementation of the National Program;
5. Ensure that the Commission's proposed actions are consistent with AYSO approved Bylaws, Rules & Regulations, Policies, Guidelines, procedures, and AYSO Philosophical tenets;
6. Develop relationships with individuals and organizations outside of AYSO that are in the best interests of the National Program;
7. Manage the budget for the activities of the Commission, other NSTC cost centers and/or special projects as defined from time to time and provide the Director of Programs with periodic financial projections, budgets and reports as directed;
8. Organize and coordinate the research of program issues and answer questions or make appropriate referrals;
9. Organize and coordinate the review of books, articles and other non-AYSO publications for relevance to the National Programs;

10. Organize and coordinate the review, revision or creation and production of Section Conference workshop materials;
11. Organize and coordinate the review of the National Programs with the Chairperson, the Liaison and/or the NBOD Programs and Education Co-chair(s) and National Support and Training Center (NSTC) management as needed;
12. Organize and coordinate the review, revision or creation and production of AYSO program materials;
13. Organize and coordinate the distribution of training materials to AYSO instructors;
14. Present to the Commission findings of research, studies and development pertinent to the National Programs collected in conjunction with AYSO meetings, professional conferences, and other events;
15. Publish research in AYSO meeting materials, professional journals, AYSO publications and other media;
16. As dictated by the work of the Commission, communicate with other National Program leaders, organize and coordinate the collection of data, results and recommendations from volunteers, staff members, experts and professionals;
17. Respond to questions regarding policy, procedures and interpretation related to the National Programs.
18. Work with all AYSO staff on interdisciplinary projects and collaborate as directed by the National Executive Director;
19. Inform the Director of Programs of changes and updates in activities and commitments that impact availability and flexibility on the job;
20. Attend meetings and planning sessions as scheduled;
21. Keep accurate records;
22. Contribute to AYSO publications or other publications as requested;
23. Be the NSTC's spokesperson for the AYSO National Program and provide accurate information and policy interpretations to other organizations;
24. Be the source of accurate information regarding the National Programs for AYSO staff;
25. In coordination with the Chairperson, be a co-source for accurate information regarding the Commission; and
26. Perform such other duties as may be directed by the Director of Programs or the Executive Director

Supervision Protocols (Reporting, Relationship, Authority)

- The Program Administrator is hired by the Executive Director.
- The Program Administrator reports to the Director of Programs.

- The Program Administrator is subject to the Bylaws, Rules & Regulations, Policies, Guidelines and procedures of AYSO.
- The authority of the Program Administrator includes direct supervision over non-volunteer personnel assigned to him or her as delegated by the Director of Programs or the Executive Director.
- The Program Administrator is subject to the program requirements as specified according to the most recent NSTC structure and program specifications.