



## **Binder Coordinator**

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### **Purpose**

The AYSO volunteer position of binder coordinator is intended to assist the registrar in preparing and assembling the binders used to store corporate knowledge.

### **Specific Duties and Responsibilities**

The binder coordinator is expected to:

1. Update and assemble the binders containing operating procedures, necessary instructions, phone numbers, contacts, and any information required to perform the designated jobs with guidance from the registrar;
2. Prepare binders;
3. Provide the binders to coordinators and have them review the binders prior to next registration; and
4. Be able to keep information in confidence.

### **Qualifications and Desired Skills**

To be considered for the position of binder coordinator, the applicant should:

1. Be organized;
2. Be detail oriented;
3. Be able to work on a computer; and
4. Successfully pass a screening, including a background check.

### **Supervision Protocols**

While performing as the binder 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 registrar, and supervised indirectly 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 a binder coordinator is a full year. The estimated hours to fulfill duties by month shall be filled in by the regional registrar:

Jan:	hrs.	Feb:	hrs.	Mar:	hrs.	Apr:	hrs.	May:	hrs.	Jun:	hrs.
Jul:	hrs.	Aug:	hrs.	Sep:	hrs.	Oct:	hrs.	Nov:	hrs.	Dec:	hrs.

**Orientation, Training, Certification, and Continued Education Provided**

To prepare a volunteer for the position of binder 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 registrar;
2. Board and Staff Introductory Certification (BASIC); and
3. AYSO Safe Haven Program.

**Activity Locations**

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