



Girls' Program Coordinator

Purpose

The AYSO volunteer position of girls' program coordinator is intended to serve as a liaison between the regional commissioner and the division coordinators for the operation of their all girls' division.

Specific Duties and Responsibilities

The girls' program coordinator is expected to:

1. Ensure teams are balanced;
2. Ensure the practices and games for such girls' age groups are arranged and scheduled;
3. Aid the division coordinators in resolving any questions or problems which may arise during the course of the season;
4. Attend coordinators' meetings;
5. Attend all team formation nights;
6. Ensure complete rosters (players, coaches, and assistant coaches) are turned in;
7. Ensure player evaluations are completed by coaches and collected by division coordinators by end of the regular season; and
8. Support the division coordinators and regional commissioner throughout the season as needed.

Qualifications and Desired Skills

To be considered for the position of girls' program coordinator, the applicant should:

1. Have prior division coordinator experience;
2. Have strong organization skills; and

3. Successfully pass a screening, including a background check.

Supervision Protocols

While performing as the girls’ program 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
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 girls’ program coordinator is a full year. The estimated hours to fulfill duties by month shall be filled in by the regional commissioner:

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 girls’ program 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 Management workshops.

Activity Locations

While performing the duties of girls’ program 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.