



## **Registration Day Worker**

---

---

### **Purpose**

The AYSO volunteer position of registration day worker is intended to work registration days.

### **Specific Duties and Responsibilities**

The registration day worker is expected to:

1. Help set up;
2. Bring snacks;
3. Greet people and pass out registration forms;
4. Verify that the forms are filled out completely and correctly;
5. Accept payments;
6. Assist the treasurer in filling out deposit slips; and
7. Sort forms.

### **Qualifications and Desired Skills**

To be considered for the position of registration day worker, the applicant should:

1. Be able to work with people;
2. Have communication skills;
3. Be organized; and
4. Successfully pass a screening, including a background check.

### **Supervision Protocols**

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

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 registration day worker, 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 registration day coordinator;
2. Board and Staff Introductory Certification (BASIC);
3. AYSO Safe Haven Program; and
4. Registrar and Registration Day: A Survival Guide or Registrar I and II workshops.

**Activity Locations**

While performing the duties of registration day worker, 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.