



## **Communication Coordinator**

---

---

### **Purpose**

The AYSO volunteer position of communication coordinator is intended to assist the region in all methods of internal communication.

### **Specific Duties and Responsibilities**

The communication coordinator is expected to:

1. Oversee the publication of the newsletter, roster handbook, and maintain the region's library;
2. Work with the regional commissioner and the board secretary to publish appropriate materials in the newsletter; and

Work with the AYSO Creative Services Department to obtain official AYSO logos.

### **Qualifications and Desired Skills**

To be considered for the position of communication coordinator, the applicant must:

1. Be organized;
2. Be dependable; and
3. Successfully pass a screening, including a background check

### **Supervision Protocols**

While performing as the communication 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 communication coordinator 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 communication 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 communication 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 Section Conferences workshop(s).

### **Activity Locations**

While performing the duties of communication 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.