



AYSO **safe haven**



Registration Day Coordinator

Purpose

The AYSO volunteer position of registration day coordinator is intended to manage registration days.

Specific Duties and Responsibilities

The registration day coordinator is expected to:

1. Bring snacks;
2. Greet people and pass out registration forms;
3. Verify that the forms are filled out correctly;
4. Accept payments;
5. Fill out deposit slips;
6. Sort forms; and
7. Do data entry.

Qualifications and Desired Skills

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

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

Supervision Protocols

While performing as the registration day 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 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 registration day coordinator is a full year. The estimated hours to fulfill duties by month shall be filled in by the 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 registration day 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);
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 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.