



## **Assistant Sponsor Coordinator**

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### **Purpose**

The AYSO volunteer position of assistant sponsor coordinator is intended to assist the sponsor coordinator in recruiting, scheduling, and organizing the region's sponsorships.

### **Specific Duties and Responsibilities**

The assistant sponsor coordinator is expected to:

1. Assist the sponsor coordinator at registration days, during the season, and at subsequent registration days;
2. Become the sponsor coordinator in subsequent seasons;
3. Help with recruiting sponsors, one per team and region sponsors, by locating them, finding out what they would like inscribed on their team sweatshirt (if a team sponsor) or on the regional sponsor banner, and following up on their commitments; and
4. Assist on preparing information necessary for the handbook, the team information packet, ordering sweatshirts, picture day, and purchase of plaques.

### **Qualifications and Desired Skills**

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

1. Have great strength in communication;
2. Be organized; and
3. Be dependable.

### **Supervision Protocols**

While performing as the assistant sponsor 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 sponsor coordinator, 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 an assistant sponsor coordinator is a full year. The estimated hours to fulfill duties by month shall be filled in by the regional sponsor 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 assistant sponsor coordinator, AYSO will offer the following educational opportunities. It is the duty of the volunteer to attend these sessions.

1. Orientation by the sponsor coordinator;
2. Board and Staff Introductory Certification (BASIC);
3. Sponsor workshops at the annual Section Conferences; and
4. AYSO Safe Haven Program.

**Activity Locations**

While performing the duties of assistant sponsor 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.