



## **Picture Day Coordinator**

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### **Purpose**

The AYSO volunteer position of picture day coordinator is intended to work as a liaison between the regional board and the vendor contracted to provide pictures for regional teams and players.

### **Specific Duties and Responsibilities**

The picture day coordinator is expected to:

1. Organize and run the region's picture day;
2. Develop and distribute picture day schedules;
3. Confirm arrangements with the photographer;
4. Make sure that the teams are organized and on time;
5. Assist the photographer as needed;
6. Plan and manage a make-up picture day as needed;
7. Distribute pictures to the teams; and
8. Make arrangements with the photographer for the following year.

### **Qualifications and Desired Skills**

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

1. Be organized; and
2. Have planning skills.

### **Supervision Protocols**

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

1. Orientation by the purchasing coordinator;
2. Board and Staff Introductory Certification (BASIC); and
3. AYSO Safe Haven Program.

**Activity Locations**

While performing the duties of picture 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.