



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; and
3. Be organized.

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. It is the duty of the volunteer to attend these sessions.

1. Orientation by the registration day coordinator;
2. Board and Staff Introductory Certification (BASIC);
3. AYSO Safe Haven Program; and
4. Registration workshop at the annual Section Conferences.

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.