



AYSO **safe haven**



Administrative Assistant for Referees

Purpose

The AYSO volunteer position of administrative assistant for referees is intended to assist the regional referee administrator with paper work, planning, and other administrative obligations.

Specific Duties and Responsibilities

The administrative assistant for referees is expected to:

1. Type letters;
2. Prepare mailings;
3. Schedule meetings; and
4. Maintain a regional referee listing.

Qualifications and Desired Skills

To be considered for the position of administrative assistant for referees, the applicant should:

1. Have excellent computer skills in spreadsheets, word processing, and database;
2. Have access to a personal computer with a letter quality printer and a fax machine if possible;
3. Have good organization skills; and
4. Have the ability to deal with a large number of volunteers.

Supervision Protocols

While performing as the administrative assistant for referees, 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 referee administrator, 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 administrative assistant for referees is a full year. The estimated hours to fulfill duties by month shall be filled in by the regional referee administrator:

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 administrative assistant for referees, AYSO will offer the following educational opportunities. It is the duty of the volunteer to attend these sessions.

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

Activity Locations

While performing the duties of administrative assistant for referees, 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. 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.