



## **Computer Network Coordinator**

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### **Purpose**

The AYSO volunteer position of computer network coordinator is intended to assist the consultant in ensuring the capability of region's networking access.

### **Specific Duties and Responsibilities**

The computer network coordinator is expected to:

1. Ensure the networking access and capability of region's registration server is enabled and maintained;
2. Be responsible for installation of the server at the snack shack or other appropriate location; and
3. Be able to help any additional computer and database assignment.

### **Qualifications and Desired Skills**

To be considered for the position of computer network coordinator; the applicant should:

1. Have experience with computer installation and usage;
2. Be detail oriented;
3. Be dependable; and
4. Successfully pass a screening, including a background check.

### **Supervision Protocols**

While performing as the computer network 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 commissioner; and

3. To maintain the recommended adult to child supervision ration 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 computer network coordinator is a full year. The estimated hours to fulfill duties by month shall be filled in by the regional commissioner:

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 computer network 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 regional commissioner;
2. Board and Staff Introductory Certification (BASIC);
3. AYSO Safe Haven Program; and
4. Appropriate Management workshops.

**Activity Locations**

While performing the duties of computer network 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. 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.