



Newsletter Research Worker

Purpose

The AYSO volunteer position of newsletter research worker is intended to work with the newsletter editor to gather material for the newsletter in a timely fashion.

Specific Duties and Responsibilities

The newsletter research worker is expected to:

1. Collect information from board members and regional coordinators and get it to the newsletter editor; and
2. Assist the newsletter editor in publishing the newsletter 5-6 times a year, once before the registration, once or twice during the summer, once or twice during the season, and once at the end of the season.

Qualifications and Desired Skills

To be considered for the position of newsletter research worker, the applicant should:

1. Be organized;
2. Be dependable;
3. Be detail oriented; and
4. Successfully pass a screening, including a background check

Supervision Protocols

While performing as the newsletter research 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 newsletter editor, 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 newsletter research worker is a full year. The estimated hours to fulfill duties by month shall be filled in by the newsletter editor:

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 newsletter research worker, 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 Section Conferences workshop(s).

Activity Locations

While performing the duties of newsletter research 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.