



Purchasing Distribution Worker

Purpose

The AYSO volunteer position of purchasing distribution worker is intended to work with the assistant purchasing coordinator and assist the uniform coordinator, equipment coordinator, sweatshirt coordinator, and awards coordinator in the distribution of uniforms, equipment, sweatshirts, and awards.

Specific Duties and Responsibilities

The purchasing distribution worker is expected to:

1. Organize uniforms and equipment prior to and distribute these items at the uniform/equipment distribution meetings;
2. Help out uniform exchanges;
3. Organize sweatshirts prior to and distribute them on picture days; and
4. Organize awards and plaques prior to and distribute them at the end of the regular season.

Qualifications and Desired Skills

To be considered for the position of purchasing distribution worker, the applicant should:

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

Supervision Protocols

While performing as the purchasing distribution 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 assistant purchasing coordinator, and supervised indirectly by the regional commissioner; and

- 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 purchasing distribution worker is a full year. The estimated hours to fulfill duties by month shall be filled in by the assistant 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 purchasing distribution worker, AYSO will offer the following educational opportunities which the volunteer is expected to take advantage of and participate in, as appropriate.

- Orientation by the assistant purchasing coordinator;
- Board and Staff Introductory Certification (BASIC);
- AYSO Safe Haven Program; and
- Appropriate Management workshops.

Activity Locations

While performing the duties of purchasing distribution worker, the volunteer is limited to the following locations, unless expressly authorized in writing by the regional commissioner to hold activities in another location.

- Regional board meetings;
- The annual Section Conferences;
- Assigned field and classroom locations; and
- Independent work at home alone, in committees of adults, or in a properly supervised situation with children.