



Area Recruitment

Purpose

The AYSO volunteer position of area recruitment is intended to assist and work closely with the area director in recruiting new volunteers, to donate their time and talents for the successful operation of the area and for the succession planning of area board and staff members.

Specific Duties and Responsibilities

The area recruiter is expected to:

1. Work to fill the list of available jobs received from the area director;
2. Find jobs throughout the season for volunteers and replace those volunteers who are absolutely unable to perform their jobs;
3. Find workers for jobs that are understaffed from time to time;
4. Keep track of the parents who do not have AYSO jobs; and
5. Carry out this job from home without a specific schedule except as necessary to fill positions.

Qualifications and Desired Skills

To be considered for the position of area recruiter the applicant should:

1. Have good phone skills;
2. Have some knowledge of the regional and area structure;
3. Take direction well;
4. Have good communication skills;
5. Successfully pass a screening, including a background check.

Supervision Protocols

While performing as the area recruiter 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 area director; 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 area recruiter is a full year. The estimated hours to fulfill duties by month shall be filled in by the area director:

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 area recruiter, 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 area director;
2. Board and Staff Introductory Certification (BASIC);
3. AYSO Safe Haven Program; and
4. Appropriate Management workshops.

Activity Locations

While performing the duties of area recruiter the volunteer is limited to the following locations, unless expressly authorized in writing by the area director to hold activities in another location.

1. Area 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.