



Flex Worker

Purpose

The AYSO volunteer position of flex worker is intended to accommodate those parents with a unique and infrequent situation which does not allow them to volunteer for one of the currently open positions.

Specific Duties and Responsibilities

The flex worker is expected to:

1. Make phone calls;
2. Deliver information to coaches at their homes or at the practice fields;
3. Type and mail correspondence; and
4. Assist in a properly supervised interaction with children.

Qualifications and Desired Skills

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

1. Be able to work on a short notice;
2. Be dependable;
3. Be flexible; and
4. Successfully pass a screening, including a background check.

Supervision Protocols

While performing as the flex 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 job recruiting 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 flex worker is a full year. The estimated hours to fulfill duties by month shall be filled in by the job recruiting 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 flex 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 job recruiting coordinator;
- Board and Staff Introductory Certification (BASIC); and
- AYSO Safe Haven Program.

Activity Locations

While performing the duties of flex 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 locations;
- Assigned classroom locations; and
- Independent work at home alone, in committees of adults, or in a properly supervised situation with children.