



Newsletter Distribution Worker

Purpose

The AYSO volunteer position of newsletter distribution worker is intended to work with newsletter editor to distribute the newsletter in a timely fashion.

Specific Duties and Responsibilities

The newsletter distribution worker is expected to:

1. Obtain mailing labels from the registrar;
2. Print and mail the newsletter to the membership; and
3. Assist the newsletter editor publish the newsletter 5 to 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 distribution worker, the applicant should:

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

Supervision Protocols

While performing as the newsletter 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 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 distribution 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 distribution 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 newsletter editor;
2. Board and Staff Introductory Certification (BASIC);
3. AYSO Safe Haven Program; and
4. Appropriate Management workshops.

Activity Locations

While performing the duties of newsletter 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.

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.