



Registration Data Entry Worker

Purpose

The AYSO volunteer position of registration data entry worker is intended to work registration days entering information in the database.

Specific Duties and Responsibilities

The registration data entry worker is expected to:

1. Help with sorting the registration forms;
2. Help with screening incomplete forms including missing birth dates, references, Social Security numbers, signatures, etc.; and
3. Enter registration information in the registration database.

Qualifications and Desired Skills

To be considered for the position of registration data entry worker, the applicant should:

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

Supervision Protocols

While performing as the registration data entry 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 regional registrar; 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 registration data entry worker is a full year. The estimated hours to fulfill duties by month shall be filled in by the registrar:

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 registration data entry 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 registrar;
2. Board and Staff Introductory Certification (BASIC);
3. AYSO Safe Haven Program; and
4. Registration workshop at the annual Section Conferences.

Activity Locations

While performing the duties of registration data entry 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.