



Area Management Administrator

Purpose

The volunteer area management administrator implements, monitors, and maintains the AYSO National Management Program including program delivery, staff development, and communication and coordination within the area.

Specific Duties and Responsibilities

1. Design an annual management training plan for the area with a budget, implement and track the plan, and report to the area director and section management administrator quarterly on its progress;
2. Coordinate with the area director and section management administrator the delivery of management training at the area and regional level, and, for new regions, be a visible, active advocate for early and comprehensive management training;
3. Verify the status of regions-at-risk, assess the key issues, and work with the area director to develop and implement a plan that leads to improvement or de-chartering;
4. Maintain an accurate listing of trained Basic, Advanced and National Management Instructors within the area;
5. Work with the area referee and coach administrators to develop an integrated training plan for the area, provide instructor training for all disciplines, and promote the Regional Assessment Program;
6. Keep the area director, regional commissioners, and their staff informed about AYSO management issues;
7. Attend scheduled meetings as necessary or arrange for a substitute to attend; and
8. Identify and train a successor.

Qualifications and Desired Skills

To be considered for the position of area management administrator, the applicant should:

1. Have demonstrated administrative abilities;
2. Have experience in program planning and implementation;
3. Have demonstrated management knowledge, skills and abilities;
4. Have acknowledged, unswerving commitment to the AYSO philosophy; and
5. Successfully pass a screening, including a background check.

Supervision Protocols

While performing as the area management administrator, 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 area management administrator 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 management administrator is a full year. The estimated hours to fulfill duties by month shall be filled in by the area director in consultation with the section management administrator:

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 management administrator, 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 section management administrator;
2. AYSO Safe Haven Program;
3. Section Conferences, Area Planning Meetings and Area Staff Meetings;
4. Introductory Management Training;
5. Advanced Management;
6. Other management training (Treasurer, Registrar, etc); and
7. Appropriate Instructor Training.

Activity Locations

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

1. Section, area and region staff meetings;
2. The annual Section Conferences;
3. Assigned training and instructional locations; and
4. Independent work at home alone, in committees of adults, or in a properly supervised situation with children.