



Clinic Coordinator

Purpose

The AYSO volunteer position of clinic coordinator is intended to organize coach and player clinics.

Specific Duties and Responsibilities

The clinic coordinator is expected to:

1. Use AYSO registered instructors for all clinics and courses;
2. Track clinic participants, registration, and attendance;
3. Schedule fields and preparation;
4. Telephone participants;
5. Assign duties to the clinic workers;
6. Assist clinic workers with equipment, materials facilities, etc.;
7. Purchase and distribute refreshments; and
8. Ensure there is enough water throughout the clinic.

Qualifications and Desired Skills

To be considered for the position of clinic coordinator, the applicant should:

1. Have organizing abilities;
2. Work well with others;
3. Know how to delegate;
4. Have planning skills;
5. Be knowledgeable of AYSO Coaching Programs; and

6. Successfully pass a screening, including a background check.

Supervision Protocols

While performing as the clinic coordinator, 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 coach administrator, 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 clinic coordinator is a full year. The estimated hours to fulfill duties by month shall be filled in by the regional coach 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 clinic coordinator, 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 regional commissioner;
2. Board and Staff Introductory Certification (BASIC); and
3. AYSO Safe Haven Program.

Activity Locations

While performing the duties of clinic coordinator, the volunteer is limited to the following locations, unless expressly authorized in writing by the regional commissioner to hold activities in another location.

1. Assigned field locations;

2. Assigned classroom locations;
3. Regional meetings;
4. The annual Section Conferences; and
5. Independent work at home alone, in committees of adults, or in a properly supervised situation with children.