



## VIP Program Coordinator

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### **Purpose**

The AYSO volunteer position of VIP program coordinator is intended to serve as a liaison between the regional commissioner and the parents or guardians of children eligible to play in the VIP program for special needs children with physical or mental challenges.

### **Specific Duties and Responsibilities**

The VIP program coordinator is expected to:

1. Act as an advocate for the program;
2. Work with the registrar to publish and distribute information to prospective players;
3. Select and arrange training for VIP coaches and referees;
4. Oversee team formation;
5. Collect and verify team rosters;
6. Work with equipment director and supplier to order uniforms;
7. Distribute uniforms and necessary materials to coaches;
8. Develop and distribute a schedule for field set-up and take-down;
9. Schedule and conduct meetings with VIP volunteers as necessary;
10. Oversee training of buddies;
11. Mediate coach, player, or parental disputes; and
12. Work with the VIP Coordinator at the AYSO Soccer Center.

### **Qualifications and Desired Skills**

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

1. Be organized; and

2. Have a working knowledge of special needs children.

**Supervision Protocols**

While performing as the VIP program 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 commissioner; and
3. To maintain the recommended 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 VIP program coordinator is a full year. The estimated hours to fulfill duties by month shall be filled in by the regional commissioner:

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 VIP program coordinator, AYSO will offer the following educational opportunities. It is the duty of the volunteer to attend these sessions.

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 VIP program 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 board meetings;
4. The annual Section Meetings; and
5. Independent work at home alone, in committees of adults, or in a properly supervised situation with children.