



## Equipment Coordinator

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### **Purpose**

The AYSO volunteer position of equipment coordinator is intended to manage the region's equipment and supervise the region's equipment workers.

### **Specific Duties and Responsibilities**

The equipment coordinator is expected to:

1. Set up the equipment room prior to the start of the season under the direction of the regional coach administrator, purchasing commissioner, fields director, or other supervising administrator;
2. Recruit and supervise equipment workers in the execution of these duties and responsibilities, as may be needed and available;
3. Inventory equipment prior to the beginning of the season to assess purchase requirements;
4. Propose equipment requirements, supplier and budget for the season;
5. Issue purchase orders based on seasonal requirements and schedule;
6. Receive, check, inventory and store equipment and schedule;
7. Make arrangements for distribution of equipment with appropriate board member to appropriate volunteers;
8. Replace required equipment during season; and
9. Receive, check, inventory and store equipment at end of season.

### **Qualifications and Desired Skills**

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

1. Be reliable;

2. Attend training before the season begins; and
3. Successfully pass a screening, including a background check.

**Supervision Protocols**

While performing as the equipment 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 an equipment 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 equipment 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 coach administrator, purchasing commissioner, fields director, or other supervising administrator;
2. Board and Staff Introductory Certification (BASIC);
3. AYSO Safe Haven Program; and
4. Appropriate Management workshops.

## **Activity Locations**

While performing the duties of equipment 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. 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.