



AYSO **safe haven**



Snack Bar/Regional Sales Coordinator

Purpose

The AYSO volunteer position of snack bar/regional sales coordinator is intended to serve as a liaison between the regional commissioner, the regional board, and the vendor(s) on supplying food, concessions, or other products for sale at the regional playing fields.

Specific Duties and Responsibilities

The snack bar/regional sales coordinator is expected to:

1. Act in conjunction with the vendors supplying AYSO official logo products for sale and distribution at the regional level to the parents and children in AYSO;
2. Manage schedule of, provide instructions for, and train snack shack workers;
3. Ensure snack shack worker is scheduled for at least one shift;
4. Ensure attendance of snack shack workers by telephone prior to every game day;
5. Manage the snack shack budget account for deposition revenues and paying expenses;
6. Organize the key snack bar/regional sales workers in opening, operation, and closing the snack shack for the season;
7. Set merchandise, inventory, and pricing strategies;
8. Instruct the snack shack buyers on what, where, and how to buy for the snack shack;
9. Assist the snack shack buyer in setting up the snack shack prior to the start of the season;
and
10. Ensure that inventory is taken at the end of every game day by the snack shack workers to determine what needs to be replenished.

Qualifications and Desired Skills

To be considered for the position of snack bar/regional sales coordinator, the applicant should:

1. Be organized;
2. Be able to keep accurate records;
3. Be knowledgeable about food preparation and health codes;
4. Know how to create and keep a budget; and
5. Successfully pass a screening, including a background check.

Supervision Protocols

While performing as the snack bar/regional sales 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 treasurer, 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 snack bar/regional sales coordinator is a full year. The estimated hours to fulfill duties by month shall be filled in by the treasurer:

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 snack bar/regional sales 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 treasurer;
2. Board and Staff Introductory Certification (BASIC);
3. AYSO Safe Haven Program; and

4. Appropriate Management workshops.

Activity Locations

While performing the duties of snack bar/regional sales 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.