



AYSO **safe haven**



Uniform/Equipment Recycling Coordinator

Purpose

The AYSO volunteer position of uniform/equipment recycling coordinator is intended to set up and execute a process to collect, sort, and donate used uniforms and equipment.

Specific Duties and Responsibilities

The uniform/equipment recycling coordinator is expected to:

1. Work with the team representative coordinator in communicating with the team representatives in the process of collecting and distributing the recycled items;
2. Communicate with team representatives in time for them to drop off used uniforms and equipment for donation to a needy region or other organization; and
3. Set up schedules to collect all those items.

Qualifications and Desired Skills

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

1. Be organized;
2. Be detail oriented;
3. Be able to lift, load, and unload heavy boxes;
4. Have access to a van or a truck;
5. Know how to handle and care for uniforms and equipment; and
6. Successfully pass a screening, including a background check.

Supervision Protocols

While performing as the uniform/equipment recycling 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 purchasing coordinator; 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 uniform/equipment recycling coordinator is a full year. The estimated hours to fulfill duties by month shall be filled in by the purchasing coordinator:

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 uniform/equipment recycling 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 purchasing coordinator;
2. Board and Staff Introductory Certification (BASIC);
3. AYSO Safe Haven Program; and
4. Appropriate Management workshops.

Activity Locations

While performing the duties of uniform/equipment recycling 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.