



## **Purchasing Coordinator**

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### **Purpose**

The AYSO volunteer position of purchasing coordinator is intended to oversee the purchasing and distribution of the region's uniforms, team and field equipment, sweatshirts, pictures, and awards/trophies, as well as the recycling of uniforms/sweatshirts, team banners, and goalkeeper jerseys.

### **Specific Duties and Responsibilities**

The purchasing coordinator key duties include:

1. Financial management;
2. Recruiting, scheduling, and organizing the activities required;
3. Major events: uniform and equipment distribution, uniform shorts exchange, sweatshirt distribution, picture day, picture distribution, and awards distribution;
4. Overseeing the following positions: assistant purchasing coordinator, uniform coordinator, equipment coordinator, sweatshirt distribution coordinator, uniform/sweatshirt worker, picture day coordinator, team banner recycling coordinator, and goalkeeper uniform recycling coordinator;
5. Attendance at registration days and the coordinators' meeting; and
6. Working with the treasurer and the regional commissioner to establish numbers 1 through 4.

### **Qualifications and Desired Skills**

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

1. Be an experienced planner;
2. Know how to handle finance;
3. Have computer skills;
4. Have some accounting skills; and

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

**Supervision Protocols**

While performing as the purchasing 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 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 purchasing 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 purchasing 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);
3. AYSO Safe Haven Program; and
4. Appropriate Management workshops.

**Activity Locations**

While performing the duties of purchasing 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.