



## **Advertising Designer**

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### **Purpose**

The AYSO volunteer position of advertising designer is intended to design various materials used to publicize the region, program, events, etc.

### **Specific Duties and Responsibilities**

The advertising designer is expected to:

1. Work with coordinators of various programs such as the newsletter editor, the registrar, or the day camp coordinator to obtain details;
2. Work with the communications coordinator to design fliers, forms, and other materials; and
3. Consult with AYSO Creative Services Department on any logo issue.

### **Qualifications and Desired Skills**

To be considered for the position of advertising designer, the applicant should:

1. Have ability to work with graphics and layouts;
2. Have access to PC or Apple or other tools to produce the final draft;
3. Be organized;
4. Be detail oriented; and
5. Successfully pass a screening, including a background check.

### **Supervision Protocols**

While performing as the advertising designer, 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 communications 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 an advertising designer is a full year. The estimated hours to fulfill duties by month shall be filled in by the communications 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 advertising designer, 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 communications 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 advertising designer, 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 and classroom locations; and
4. Independent work at home alone, in committees of adults, or in a properly supervised situation with children.