

Church Coordinator's Job Description 2008

Task	Time Frame
Ensure your church is registered with the YWC Office	
Liaise with Zone Coordinator	
Promote YWC in the church	
Refer All Client Registrations to the Website.	
Resources are available through the YWC Office, the YWC website (www.yeswecare.org.au) or your Zone Coordinator	
Keep church and volunteers informed on YWC.	
Get volunteers to sign up for the YWC day	March to May 2008
Appoint Team Leaders	March to May 2008
Organise volunteers into Teams or let the Team Leaders form a team. <i>(If the latter, ensure the Team Leader does in fact form a team)</i>	March to May 2008
Liaise with Team Leaders	
Instruct/Train Team Leaders on their responsibilities (Have a Team Leader's Job Description). The Zone Coordinator or a Zone Assistant could do this– consult with your Zone Coordinator. Must be done before issuing Home Survey Questionnaires.	March to May 2008
Issue Home Survey/Questionnaires to Team Leaders for Job Appraisals	March to May 2008
Collate information from Home Survey/Questionnaires and assign Jobs to Team Leaders. (This is done as part of the Team Packs)	March to May 2008
Report to Zone Coordinator how many Clients and Teams are registered on these dates:	April 01 2008 May 01 2008 May 16 2008 May 24 2008
Ensure all Team Registration Forms and Client Job Sheets are returned to the YWC Office	June 2008
Review documentation and make suggestions to YWC Office.	June 2008
Submit testimonies, photos etc suitable for promoting the next YWC to YWC Office	June 2008