

Team Leader's Job Description 2008

Overview

The Team Leader is the official representative of Yes We Care who liaises with the Client. As a result, when the team arrives at the Client's home, the team leader is to be the first to enter the house to confirm with the client that it is still okay to do the work as previously arranged.

The Team Leader is responsible to ensure all team members act in a way that is respectful to the client and honouring to God while the team is at work. Furthermore, if a team member brings children along to participate in the work, the Team Leader must ensure the parents supervise their children adequately.

Some Teams will be organised through participating churches, in this case you will report to your Church Coordinator. Other Teams will be not affiliated with a church and in this case you will report to the Zone Coordinator.

Don't be legalistic about being there to work! While we need to make an effort to do the practical work assigned, it is important and could be crucial in the purposes of God to spend time chatting with the client if they are open and wanting to chat.

Task	Time Frame
Liaise with Zone Coordinator (if team is not affiliated with a church) or Church Coordinator	
Your Church Coordinator will allocate team members to you, or they may ask you to form a team yourself. Typical teams consists of five people)	Before May 24 2008
Visit the Client before the YWC day with a House Survey Questionnaire to determine: <ul style="list-style-type: none"> • If the client would like us to come on the day. (Get an assurance the client will be home all morning or at least for sufficient time to do the work) • What work is required (you need to respect they may not want certain things touched) • How many team members. • What equipment is required – tools, ute or trailer etc. 	Before May 28 2008
Report back with the Home Survey Questionnaire to the Zone Coordinator or Church Coordinator	Before May 28 2008

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Task	Time Frame
Arrange with your team, (Your Coordinator will give you your team member's names and contact details) Where to meet on the YWC day Time to meet First Job/Client Tools and equipment needed Transport arrangements (not everyone will have a car)	Before May 28 2008
Get your Team Packs from your Coordinator. Check the contents: Manilla Folder with Job Details on front Job/Client Number Client's Name Client's Address Name tags/badges Job Sheet for each job Volunteer registration form for each pack Tip Vouchers if necessary Registration requirements YWC Day's programme Volunteer guidelines	Before May 28 2008
Plan the Jobs/Clients assigned to you (you may have up to 3 different jobs depending on how much work there is)	Before May 28 2008
Ensure all Team Members read the Guidelines	Before May 28 2008
Inform Team Members of Day's activities if necessary.	Before May 28 2008
Ensure all Team Members sign the Volunteer's Registration form.	On the YWC Day (May 31 2008)
Ensure the Team Packs including the Job Sheets, Volunteer's Registration form and Name Tags are returned to Zone Coordinator at the end of the work period. If you cannot do this on the day, please return it via your Church Coordinator ASAP	On the YWC Day (May 31 2008)
Review documentation and make suggestions to YWC Office.	June 2008
Submit testimonies, photos etc suitable for promoting the next YWC to YWC Office (optional)	June 2008