

YWC Office Job Description 2008

Tasks	Time Frame
Over see the YWC event	
Set YWC Dates	August 2007
Update Website	
Recruit Regional Coordinators	September 2007 to March 2008
Ensure DVD Promotional Video etc is produced	September - mid October 2007
Ensure QuickTime and Windows Media versions are available for email and download from website	September - mid October 2007
Develop Info (Promotional) Packs	September 2007 to January 2008
Develop Packs for Regional Info Evenings	September 2007 to January 2008
Liaise with 96 five for radio promotion	February 2008
Maintain and Develop databases for Church Contacts in Brisbane, Church YWC Registrations, Client Registrations (for jobs in the coming years)	
Develop resources as necessary for efficient functioning of the YWC programme.	
Receive Client registrations from BCC, Salvation Army etc and enter into database	March to May 2008
Form Client folders and distribute to Zone Coordinators	March to May 2008
Receive and Register Churches for YWC (inform Zone Coordinators of Church Registrations)	March to May 2008
Receive and forward registrations for Trades people and Volunteers to Zone Coordinators	March to May 2008
After the YWC event	
Gather photos, testimonies, feed back on procedures and documentation	
Make recommendations for improvement for the next year	June 2008
Gather and collate all the Client Job Sheets and Team Registration	June / July 2008
Write a report on the YWC event and publish on the Website	June / July 2008
Publish some photos on the website	June / July 2008