

YES WE CARE 2010
JOB DESCRIPTION - REGIONAL COORDINATOR

Task	Start Date	Finish Date	Notes
1. Networking			
Promote Yes We Care to churches in the region.	04-Mar-10	21-May-10	
Promote Yes We Care to local Christian and service organisations	04-Mar-10	21-May-10	
Promote Yes We Care to school chaplains and principals	04-Mar-10	21-May-10	
Contact other Regional Coordinators to encourage and share about development within your region.	ongoing	28-May-10	
2. Recruitment			
Recruit Zone Coordinators	04-Mar-10	19-Mar-10	
Inform ZC of their responsibilities	04-Mar-10	19-Mar-10	
Ensure ZCs have the necessary resources to recruit Church Coordinators		19-Mar-10	
Ensure Church Coordinators are informed of their responsibilities		ongoing	
Recruit a photographer/video camera operator and interviewer to record activities on Yes We Care day for promotional material.		30-Apr-10	
3. Communication			
Contact ZCs on a weekly basis to monitor progress, problems and learning opportunities which can be shared with others.		ongoing	
Refer non-church affiliated volunteers to churches nearest to them for involvement on Yes We Care day.		ongoing	
Ensure that ZCs have equipped Church Coordinators with a Church Pack and documentation for assignments		07-May-10	
Ensure all participating churches are informed of activities (gardening, Single Parents' Day Out, etc) planned for the day in the region.		23-Apr-10	
4. Administration			
Ensure that Church Packs and other documentation for reporting and publicity purposes are available for distribution.		30-Apr-10	
Ensure that all assignments have been allocated to volunteer teams and teams are properly briefed on process and responsibilities.		07-May-10	
Compile a list of activities planned for Yes We Care day in the region.		23-Apr-10	
Monitor late registrations and allocate to churches to assign to job teams.		21-May-10	

**YES WE CARE 2010
JOB DESCRIPTION - REGIONAL COORDINATOR**

Task	Start Date	Finish Date	Notes
4. Administration (cont)			
Collect all Team Registration Forms and feedback from Zone Coordinators. Complete a Regional Coordinator Evaluation Report for Yes We Care Office.		18-Jun-10	
5. Liaison with Yes We Care Office			
Report on number and names of Churches recruited		26-Mar-10	
Provide a list of ZC's for each region		26-Mar-10	
Submit testimonies and photos for future promotionals		18-Jun-10	
Provide regular updates on progress or difficulties within your region		ongoing	
Provide a list of activities in the region, for FM 96.5 and ABC radio advertising.		23-Apr-10	
		23-Apr-10	