

**YES WE CARE
JOB DESCRIPTION - WORK TEAM LEADER**

Task	Start Date	Finish Date	Notes
1. Networking			
Visit the client before the Yes We Care day with a House Survey/Questionnaire to determine (1) the most suitable time for the work to be done (2) the nature of the work within the approved guidelines (3) the tools and equipment needed to carry out the work (4) the number of team members required to do the work.		21-May-10	
Ensure that the ongoing evangelistic strategy adopted by the church is enacted with all clients. This could include (1) a luncheon or dinner (2) invitation to a church-wide evangelistic program such as Introducing God, Alpha, etc or an invitation to a social church activity, small group, church service, etc.		29-May-10	
2. Recruitment			
Recruit volunteer team members for your group	03-May-10		
Inform team members of their responsibilities and provide materials on guidelines, Do's and Don'ts whilst carrying out the work.	10-May-10		
3. Communication			
Delegate specific responsibilities to each team member.			
4. Administration			
Arrange with your team (1) where to meet on the day (2) time to meet (3) first job/client (4) tools and equipment to bring (4) Transport arrangements (5) job plan (6) de-briefing			
Submit completed work sheet and report to the Zone Coordinator from at the end of the Yes We Care day .		29-May-10	
5. Liaison with Church Coordinator			
Submit prayer requests on behalf of team and for clients.			
Submit testimonies and photos for future promotionals		18-Jun-10	