

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

Task	Start Date	Finish Date	Notes
1. Networking			
Promote Yes We Care to churches in the region.	04-Mar-10	21-May-10	Liaise with RC.
Promote Yes We Care to Christian and service organisations in the zone.	04-Mar-10	21-May-10	Liaise with RC.
Promote Yes We Care to school chaplains and principals in the zone.	04-Mar-10	21-May-10	Liaise with RC.
Contact other Zone Coordinators to encourage and share about development within your zone.	ongoing	28-May-10	
2. Recruitment			
Ensure that all participating churches appoint their Church Coordinators.	04-Mar-10	26-Mar-10	
Inform Church Coordinators of their responsibilities.	04-Mar-10	26-Mar-10	
Ensure Church Coordinators have the necessary assistance to organise volunteer teams from their churches		26-Mar-10	
Ensure volunteer team leaders are aware of their responsibilities		14-May-10	
3. Communication			
Contact Church Coordinators 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 Church Coordinators are equipped 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 zone and 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 zone.		23-Apr-10	
Allocate late registrations to churches to assign to job teams.		25-May-10	

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Distribute Green Waste vouchers to Church Coordinators for use by teams involved with gardening activities.			
Collect all Team Registration Forms from Church Coordinators and feedback from the day and submit to the Regional Coordinator.			
5. Prayer Coordination			
Liaise with Church Coordinators to organise a prayer strategy for the Zone.		05-Apr-10	ongoing
Ensure that church prayer teams are appointed by Church Coordinators and aware of their responsibilities.			14-May-10
6. Liaison with Regional Coordinator			
Report on number and names of Churches recruited		24-Mar-10	
Provide a list of participating churches in your zones.		24-Mar-10	
Submit testimonies and photos for future promotionals		16-Jun-10	
Provide regular updates on progress or difficulties within your zone.		ongoing	
Make recommendations for improvement to Yes We Care processes at the zone and church levels.		16-Jun-10	
Provide a list of activities in the zone, for FM 96.5 and ABC radio advertising.		20-Apr-10	