

## **Regional Coordinator's Job Description**

<b>Tasks</b>	<b>Time Frame</b>
Liaise with YWC Office	
Recruit Zone Coordinators	September to April
Liaise with Zone Coordinators	
Inform Zone Coordinators of their responsibilities	
Promote YWC to churches in their area.	March to May
Plan & Run Regional Promotional Evenings	March to May
Recruit churches to appoint Church Coordinators	March to May
Put Church Coordinators in touch with Zone Coordinator as necessary	
Refer all Church Registrations to the YWC Office	
Refer All Client Registrations to the Website.	
Ensure Zone Coordinators have the resources to perform their responsibilities	
Supervise Zone Coordinators to ensure they are fulfilling their responsibilities (Have a Zone Coordinator Job Description for reference)	
Ensure Zone Coordinators have an even balance of jobs and teams under them	
Arrange Zone Assembly Points and bases in conjunction with Zone Coordinators. These assembly points need to be listed on the YWC website for volunteers to get information on where to register for and go to on the day.	March to May
Review documentation and make suggestions to YWC Office.	June
Submit testimonies, photos etc suitable for promoting the next YWC to YWC Office	June