

## **Zone Assistant's Job Description 2008**

### **Overview**

A Zone Assistant is to be present on the YWC day at the Zone Assembly Point to assist the Zone Coordinator by taking enquiries from Team Leaders in relation to Jobs and clients they are helping. It can be expanded as outlined below in consultation with the Zone Coordinator.

### **Main Duties**

Must be committed to attend on the YWC day.

Liaise with Zone Coordinators

When assigned to Jobs/Clients, then be ready to advise Team Leaders who may phone them with issues to be resolved.

### **Optional Duties**

Assist Zone Coordinators as requested in the lead up to the YWC day.