

Zone Coordinator's Job Description 2008

Tasks	Time Frame
Liaise with their Regional Coordinator	
Liaise with Church Coordinators	
Liaise with Team Leaders (Only non-church affiliated team leaders)	
Refer all Church Registrations to the YWC Office	
Refer all Client Registrations to the Website	
Recruit Zone Assistants if desired	January to May 2008
Instruct/train Non-Church Affiliated Team Leaders in responsibilities (Have a Team Leader's Job Description) (some Church Coordinators may also want you to instruct/train their Team Leaders – consult with Church Coordinators)	Before May 10 and before giving a Team Leader a House Survey/Questionnaire.
Arrange an assembly point or base for the YWC day (to be done in consultation with the Regional Coordinator.) The earlier the better	March to May 2008
Determine a program for the day (Registration time and procedure, report back procedure and time, barbecue / lunch details, collection of job sheets and volunteer registration forms etc.) The earlier the better	March to May 2008
The Assembly Point, YWC day's programme details etc for each Zone need to be publicised on the YWC website. Forward this information either to the webmaster or via the YWC office.	As each site is finalised. The earlier the better
Folders for clients will be issued from the YWC Office. Allocate quantities of these folders to Church Coordinators.	March to mid May 2008
You will need to create your own client folders for last minute registrations	
Organise non-affiliated church volunteers into teams with a team leader or intergrate into church teams if all parties are agreeable.	Feb 29 th – May 30 th
Assign jobs to Non-Affiliated Team Leaders or Church Coordinators	Feb 29 th – May 30 th
Ensure you have vouchers for the tip (get from Regional Coordinator or YWC office)	Before May 10
Ensure Non-affiliated teams have access to trailers or utes as necessary.	

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Organise trailer / ute teams for mobile rubbish collection if necessary	
Supervise activities at the Assembly Point on the YWC day.	
Arrange helpers for the barbecue/lunch and other practical tasks.	
Ensure that the barbecue/lunch supplies are ordered and prepared etc.	
Ensure you are familiar with the data flow charts for the following responsibilities	
Issue House Survey/Interview sheets to Non-Affiliated Team Leaders or Church Coordinators for assessment of each job. (Generated from database) Note: Sufficient time is required for clients to be interviewed and jobs subsequently assigned to teams.	Before May 10
Assign each Job/Client to a Zone Assistant (not obligatory but could be helpful as Zone Assistants can be a reference point for Team Leaders)	
Ensure Non-Affiliated Team Leaders return the Survey/Interview results – enter information into database.	
Issue Job Sheets and Volunteer Registration Forms to Non-Church Affiliated Team Leaders	
Issue Job Sheet and Volunteer Registration Form to Church Coordinators	Before May 21
Report to Regional Coordinator how many Clients and Teams are registered on these dates:	April 01 2008 May 01 2008 May 16 2008 May 24 2008
Ensure all Team Registration Forms and Client Job Sheets are returned to the YWC Office	June 2008
Review documentation and make suggestions to YWC Office.	June 2008
Submit testimonies, photos etc suitable for promoting the next YWC to YWC Office	June 2008