



County Coordinator Job Description

County Coordinator Guideline

- Lead the monthly network luncheon in your area.
- Check in weekly with your Chapter Director.
- Encourage and resource the Club Coaches of your schools weekly.
- Contact and encourage the Faculty Sponsors of your clubs monthly.
- Fill in for and help find Club Coaches when needed.
- Follow the weekly suggested workflow chart provided below.

Week 1

Attend Team L10 Meeting: 1st Monday of each month at 9:00 AM with Google Meet. (Optional)

Weekly Check-ins for Collaboration with Chapter Director.

Club Coaches: Check in with Club Coaches on resources, club updates, and support.

Club Reports: Follow up with your area's reports and ensure they are updated.

Week 2

Weekly Check-ins for Collaboration with Chapter Director.

Club Coach Check-In: Call, text, or email a note to your Club Coaches.

Club Visit: Visit one of your area clubs

God Story Submission: Assign one club to submit a photo or a short 30-second video.

Club Reports: Follow up with your area's reports and ensure they are updated.

Order Food for Encounter Week.

Week 3

Weekly Check-ins for Collaboration with Chapter Director.

Club Coach Check-In: Call, text, or email a note to your Club Coaches.

Faculty Sponsor Check-In: Call, text, or email your faculty sponsors.

Club Reports: Follow up with your area's reports and ensure they are updated.

Week 4

Weekly Check-ins for Collaboration with Chapter Director.

Club Coach Check-In: Call, text, or email a note to your Club Coaches.

God Story Submission: Assign one of your clubs to submit a God story

Club Visit: Visit one of your area clubs