



## WW Site Coordinator Job Description

### Board Duties

- Attend regular board meetings and other meetings as needed.
- Report to the board relevant information.

### Scheduling Duties

- Work with the board and sites to schedule WW Weekends.
- Secure dates with sites.
- Secure dates with caterers (if needed).

### Site Duties

- Identifying sites: work with Site Committee and board to identify workable sites for weekends.
- Contracts/ fees (for sites, and caterers if needed)
  - o Work with Events Managers at each site to negotiate contracts.
  - o Receive board approval for contracts.
  - o Sign and submit contracts.
  - o Communicate with Treasurer regarding fees and payments.
  - o Communicate with Registrar and Staff Coordinator regarding updates in staff and participant numbers.
  - o Submit final staff and participant numbers to Events Managers and Caterers (if needed) by required deadlines.
- Meals
  - o Research and hire Caterers (if needed).
  - o Work with Events Managers or Caterers to create menus.
  - o Communicate with Registrar and Staff Coordinator regarding allergy and special dietary needs for participants and staff.
  - o Submit final staff and participant dietary needs to Events Managers or Caterers by required deadlines.
  - o Engage with local WW community to identify and work with a local woman or women to support catering services (if needed).
  - o Work with Staff Coordinator to create Thursday dinner plan (number of staff/ source/ cost/ payment method).
- Room Set up/ Needs from Site
  - o Communicate with Team Leader regarding room set up needs.
  - o Submit room set up needs to Events Managers by required deadlines.
  - o Determine from Events Manager if (and if so, where) there is a refrigerator available for supplemental food and snacks; communicate with Team Leader and Staff Coordinator.



- Determine if linens are available.
- How do women access buildings? Is there a key/ door code? When are the doors locked?

#### Snacks

- Identify staff member to purchase and deliver snacks.
- Communicate with snacks staff member budget and basic list of snacks for participants/ huddle/ staff meeting.
- Work with Treasurer to facilitate reimbursement of purchases for staff member.
- Work with Events Manager and snacks staff member to determine where to store and serve snacks, and what to serve snacks on.

#### Flowers

- Research and identify local florists.
- Order needed flowers to be delivered to sites on Friday morning in water.
- Communicate with Team Leader florist info, delivery timing, who is receiving the order and where the flowers will be.

#### Emergency Preparation

- Research and identify local urgent care and hospital facilities.
- Communicate urgent care/ hospital info with Registrar and Team Leader.