



Young Women In Harmony (YWIH) Coordinator

Job Description

Have primary responsibilities for running the YWIH programme within Region 31, reporting to the Education Coordinator

Instigate and develop the YWIH programme throughout Region 31

Be knowledgeable concerning material (through SAI) and music educators (SAI or Region 31 contacts) available for the YWIH programme

Encourage all chapters in Region 31 to be involved with the YWIH programme by ensuring accessibility and availability of the YWIH programme and assist chapters in implementing YWIH programmes through mentoring and visits wherever possible, or by liaising with the Education Coordinator

Encourage all chapters to contact and provide YWIH materials to schools in their area

Liaise with chapters on a regular basis to follow up on the schools that have requested YWIH kits – ensure that the chapters are keeping in touch with YWIH programme development in the school by telephoning/corresponding to offer assistance, advice/gathering additional information

Assist local YWIH programmes through dissemination of information regarding financial aid available (granting bodies, deadlines, sample applications)

Communicate with chapters and request reports of YWIH-related activities

Facilitate networking with international YWIH Coordinators

Facilitate networking among YWIH individuals/groups in Region 31

Obtain and maintain updated contact information of YWIH

Ensure any upcoming events (e.g. YWIH workshops/festivals) are widely publicised beyond their immediate local areas

Maintain, update and promote the YWIH website as a central source of information

Publicise resources and opportunities available to young women under the age of 26, such as Region 31 education events and the Rising Star Quartet contest

Responsibilities to the RMT through the Regional Education Coordinator

The YWIH Coordinator reports to the Education Coordinator on the RMT, compiling and forwarding reports collected from chapters to the Education Co-ordinator for presentation at regional meetings

Prepares a potential budget for YWIH-related activities concerning the region

Educate and inform the musical leaders in each Region 31 about the YWIH programme through the Education Coordinator

Provide examples of successful YWIH choruses and/or quartets at regional events whenever possible

Approach the Region 31 Education Coordinator to implement a regional YWIH festival or chorus retreat weekend, with outline plans for such an event

Oversee the process for the YWIH chorus performance on the Sunday morning of the Regional Convention weekend, including selection and purchase of suitable music, putting learning tracks on the Region's website after obtaining relevant permissions, contacting YWIH regarding the event, rehearsal times, etc.

Competencies

- Commitment to expanding and improving the YWIH programme across the region
- Excellent interpersonal skills
- Ability to communicate effectively both within and outside the region
- Ability to create and maintain clear documentation
- Ability to work to deadlines
- Ability to prepare a budget
- Computer literate