

## **YWIH Coordinators Job Description Guidelines**

### **The YWIH Coordinator will:**

- be knowledgeable concerning material available for the Young Women in Harmony Program and music educators through Sweet Adelines International.
- encourage all choruses in her region to be involved with the Young Women in Harmony Program by introducing the YWIH program and materials to their local schools.
- educate and inform the musical leaders in each chorus about the YWIH program.
- provide examples of successful YWIH choruses and/or quartets at regional weekends whenever possible.
- communicate with leaders of YWIH choruses and/or quartets and report the activities to the region through presentations at regional meetings and articles in regional newsletters. She will forward all this information to the education department at international headquarters.
- assist choruses in implementing YWIH programs through mentoring and visits whenever possible.
- assist YWIH programs through education regarding financial aid available.
- follow up the list of schools requesting the YWIH kits each quarter by telephoning and/or corresponding—offering assistance, gathering information.
- facilitate networking among YWIH groups in her region.
- consult with the education department at international headquarters to implement a regional YWIH festival.
- ensure that any YWIH quartet contests use the Rising Star score sheets and judging guidelines.
- publicize resources and opportunities available to young women under age 26—such as Rising Star contest at International Convention.
- attend YWIH advisors network group when possible.
- prepare a potential budget for YWIH activities within the region, to be sent to regional education coordinator in time for preparation of the regional budget.