

## **Regional Coordinator Responsibilities**

Regional Coordinators and Storage Coordinators are critical to the success of the program in that they must oversee the volunteer activities and collection sites:

1. Set up Racquets for All program at tennis facilities, sporting goods stores and other locations within the assigned region as ongoing collection sites.
2. Obtain volunteer commitments at each collection location to regularly empty collection barrels and deliver donated racquets and tennis balls to the storage facility.
3. Ensure storage sites are adequate within the assigned region open at convenient hours for facility volunteers to deposit donated equipment.
4. Work with volunteers at schools, tournaments and other locations to make sure one-time tennis equipment donation drives are a success.
5. Work with racquet stringers in the area to see that donated racquets are properly refurbished before being distributed.
6. Work with other Regional Coordinators and Recipient Organizations to see that donated tennis equipment is distributed in a timely fashion and meets the needs of the Recipient Organization.
7. Prepare monthly collection, inventory and distribution report to document non-profit activity within the region.
8. Monitor the monthly donation statistics in the assigned region to make sure tennis facilities and their volunteers are in place and doing their job to insure a steady flow of donated equipment.