

# Area Supervisor: Position Description

---

The Area Supervisor is in leadership over more than one class or loops of classes. The Area Supervisor must be a trained and experienced coordinator and may or may not be an active coordinator. Area Supervisors are appointed and/or removed by the Regional Director in consultation with local coordinators and, if needed, the national office.

The major areas of Area Supervisor responsibility include:

## Area Promotion/Networking

- Keep local coordinating teams accountable to their Recruiting and Promotion plans
- Coordinate Perspectives exhibits/workshops at area missions events
- Build relationships/network with local churches, agencies and campus ministries
- Identify and meet with key people and organizations to lay the groundwork for future classes

## Area Recruiting

- Recruit/Develop local instructors
- Work with current coordinators to recruit and identify future coordinators and coordinating team members
- Develop an area administration and networking team

## Area Administrative

- Work with coordinators to develop Big 6 and oversee First Reporting and Close Out
- Invite speakers and/or run finances for loop
- Provide feedback/information as requested by the Regional Director
- Assist with coordinator transition
- Order and distribute area promotional materials

## Area Training/Mentoring

- Assist Regional Director with PCWs in the area
- Answer questions, guide and train coordinators through the semester
- Pray for, coach, and thank coordinators publicly and personally
- Bring coordinators and/or teams together for area wide planning/prayer