

**Sun City PRIDES  
Phase Coordinator  
Position Description**

Position Purpose: To function as a team leader for PRIDES members in one of the three geological areas (phases) of Sun City.

Appointed by: Board of Directors

Length of Service: Open

Position Duties/Responsibilities:

1. Recruit new members, receive word of new volunteers in his/her areas who wish to become PRIDES.
  - a. Meet with new members to complete registration card, which is then sent to the Membership Roster Coordinator.
  - b. Supply new members with vest, hat, T-shirt and name badge, necessary equipment and orange bags.
  - c. Provide new members with Membership Handbook and review same.
  - d. Accompany new members on first cleanup to explain procedure, i.e. where to place orange bags.
  - e. Explain work of Saturday Squad and encourage new members to help if possible.
2. Maintain a list of workers and their assigned areas within the Phase. Arrange coverage for workers who are unavailable for extended periods of time, such as during the summer.
3. Tally the number of hours each PRIDES member works each month, as required by Maricopa County. One of the phase coordinators will report total hours to the County.
4. Maintain and provide supplies, such as orange bags, to workers.
5. Check the areas within the Phase and give workers a helping hand as needed.
6. Collaborate with Squad Leader to plan for areas that need work.
7. Collect supplies and equipment from workers who terminate their membership in the PRIDES.

Approved 12/03/2022