

A WEEK IN THE LIFE OF A COORDINATOR - ONSITE

One of the most common questions that prospective coordinators ask is: "What does a typical week look like?" To help answer that question, we've created this sample.



Example Details:

- The community has 300 units (500+ residents)
- The coordinator executes the following services: events, welcome and renewal visits, online reputation management, and staff / resident care. The main event for this week is a Saturday brunch.
- There are 2 coordinators (a team) serving this community, so each coordinator works approximately 10 hours per week for a total of 20 hours per week to execute the program services.
- Because Apartment Life Teams "do life" with their residents and quickly become the "hub" of community, there is an element of relational time that happens "outside of work". The most successful teams are those that have margin in their life for this lifestyle.

DAY	SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
Program Task	- Meet with your teammate to review final details for the week. - Send a reminder to brunch volunteer.	- Email a brief weekly update to your manager	- Get visit list from manager. Stop in to say thanks and bring flowers to the staff. - Organize the visit list. Message residents on the list about upcoming visits.	- Market for the brunch (i.e. post flyers in clubhouse, send emails, post on social media).	- Visit residents from the list. - Chat with a resident who invites you in for dessert during your visits. - Record visit details, and respond to any messages from residents about visits.	- Shop for brunch. - Prep for brunch. - Send reminder to volunteer about brunch - Post brunch "teaser flyer" on the property's social media pages, and send reminder email to residents.	- Cook and set up for brunch. - Post final teaser photos on social media. - Host and have a great time! Take 2-3 great photos of residents together. - Clean up brunch. - Record brunch details and send Event Recap email.
Program Hours	2	1	3	1	4	3	5
Relational Investments	- Chat with neighbor while walking the dog; invite to small group		- Have a neighbor over for dinner.	- Attend small group with interested neighbor.			