

# PEI POTTERS STUDIO COOP

<b>Job Title:</b>	Class Coordinator
<b>Group: (Exec, Team Lead, Team Member)</b>	Team Member
<b>Term: (Annual, Or Renewable)</b>	On-going
<b>Reports to: (Pres, Exec, Team Lead)</b>	Education Coordinator
<b>Training:</b>	
<b>Job Description</b>	
<p><b>ROLE AND RESPONSIBILITIES</b></p> <ul style="list-style-type: none"> <li>- Responsible for the operation of the Co-ops "Pottery Classes" program for the public</li> </ul> <ol style="list-style-type: none"> <li>1. Plan class schedule for the year               <ul style="list-style-type: none"> <li>choose dates and levels</li> <li>management, selection and Liaise with instructors</li> <li>contact instructors to ensure availability</li> <li>if any not available, find new ones</li> </ul> </li> <li>2. Promote classes               <ul style="list-style-type: none"> <li>--City recreation brochure</li> <li>--our website, Facebook page</li> <li>--The Buzz</li> </ul> </li> <li>3. respond to inquiries for info</li> <li>3.Coordinate registration process               <ul style="list-style-type: none"> <li>--ensure online form created (work with TechMaster)</li> <li>--monitor responses on day of registration and let students know results</li> <li>---ensure payment received (work with Treasurer to document)</li> <li>--provide class lists and contact info to instructors</li> <li>--provide students with info on class expectations etc</li> </ul> </li> <li>4. Coordinate classes               <ul style="list-style-type: none"> <li>--ensure enough supplies available (clay, tools etc)</li> <li>--welcome students to the first classes</li> <li>--stay in touch with instructors and students throughout session to ensure things running smoothly</li> <li>--determine storm cancellations and communicate to students, members</li> <li>--ensure final pieces complete and picked up</li> <li>--respond to inquiries and requests, handle any withdrawals etc.</li> </ul> </li> </ol> <p>Future possibilities</p> <ul style="list-style-type: none"> <li>-develop survey to evaluate classes, instructors?</li> <li>-develop a curriculum, different levels and special techniques?</li> <li>-review online registration process?</li> </ul>	

<b>Approved By:</b>		<b>Date:</b>	
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