

Glyde-In Community Learning Centre

Assistant Co-ordinator position

Job description

February 2023

Three days a week, 8am – 4pm and 8am – 12noon,
and two four-day weeks early in each term.

Position overview: The Assistant Co-ordinator helps manage the Centre's day to day operations. They work with the Coordinator to ensure the centre is welcoming and efficient, and that it meets the needs of its members and course presenters and speakers. They are the first point of contact for members, are familiar with policy and procedures and are pro-active in ideas for change and growth at Glyde-In. The Assistant Co-ordinator is responsible to the Co-ordinator, and through them to the Management Committee.

DAILY:

- Act as the point of contact for members and newcomers
- Attend to phone calls, e-mails, mail
- Take course bookings and memberships, and ensure members are made welcome
- Prepare the centre for the day - put out banners when required; check urn and kitchen supplies; unlock doors/windows / turn on air-con; freshen flower bowls / vases where necessary
- Manage preparation for the delivery of new term's courses and activities, including the set up (and take down) rooms for regular courses – tables, chairs etc
- Take room bookings, acquaint 'tenants' with procedures and costs
- Ensure stationery and kitchen supplies are in stock

GENERAL ONGOING:

Course / speaker preparation:

- Assist with coordinating a roster for volunteers to set up rooms for talks and to introduce speakers
- Advise tutors of procedure and enrolment numbers and see to their requirements (audio/visual equipment etc.)
- Organise tutor's kit – this might include disclaimers, bus hire, first aid kit, feedback forms, nametags etc
- Coordinate paperwork for tutor payment where necessary
- Ensure evaluations by participants and tutor are undertaken
- Remind members of their forthcoming bookings, and look after any cancellations or replacements

Technical / Media / social media

- Set laptops etc in computer room to update each week
- Upload term events / content to Class Manager system, liaising with Coordinator
- Update and maintain website, as above
- Update Facebook/other social media, as above
- Assist with content for term newsletters ('the glyder') when required

Room hire

- Act as point of contact for potential tenants and ensure they are familiar with centre and hire conditions

ONCE A TERM

The Assistant Coordinator will work 4 days a week during the first two weeks of term.

Together with the coordinator:

- Prepare the display of new courses
- Liaise with mail-out volunteer group coordinator
- Assist with coordinating a roster for volunteers for Enrolment Days
- Liaise with IT support to ensure all equipment is ready to go for Enrolments

Position performance review after 3 months and then 6-monthly thereafter.

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