



DOCENT TRAINING ASSISTANT JOB DESCRIPTION & AGREEMENT

The Docent Training Assistant (DTA) is responsible for helping the Docent Training Coordinator (DTC) and Training Teacher (TT) during MFMII docent training classes, which take place each fall. This is a part-time position. The DTA reports to the DTC.

Specific Responsibilities:

1. Attend training classes and assist DTC/TT with training materials in person/virtually.
2. Setup and take down of training class, if training is in person. Assist DTC in setting up classroom for training (eg set up chairs, tables, bring in materials, staple documents, filing, hang up posters). Set up other equipment as needed, eg document camera, projector, speakers etc.
3. Video recording of training classes and uploading videos to the MFMII youtube channel. If training is virtual, DTA will ensure class is recorded on Zoom and then upload it to the MFMII Youtube channel.
4. Assist DTC in passing out props, instruments, documents in training as needed or showing items on screen if virtual.
5. Help DTC monitor the Zoom sessions for technical issues and assist trainees when needed.
6. Take attendance and record it in a spreadsheet.
7. Post homework in Google Classroom.
8. Attend monthly staff meetings during training.
9. Submit monthly timesheets to the Program Manager by the 4th of each month.

Compensation: \$13.50 per hour
 Hours: Approximately 3.5 hours per training class
 Job Time Frame: Fall 2021 (Fremont)

Any problems or concerns arising in the course of this position are to be first directed to the Docent Training Coordinator, the Program Manager, the Executive Director and then the Board of Directors for resolution.

Music for Minors II reserves the right to end this agreement with just cause and will notify the staff person immediately.

I, _____, agree to the content of this agreement and will abide by its requirements to the best of my ability for the success of the program's mission. I also hold Music for Minors II, Inc. , harmless with regard to anything that might occur in the course of my job position as Docent Training Assistant.

This agreement is entered into on September 16, 2020 and will continue through November, 2020.

Signature _____ Date _____

Social Security # _____ Phone _____

Address _____

Email _____

Carol Zilli, MFMII Exec. Director

Date

Elise Balgley, MFMII President

Date