



# DOCENT TRAINING COORDINATOR JOB DESCRIPTION & AGREEMENT

In general, the Docent Training Coordinator is responsible for the planning, implementation, and some teaching of the fall MFMII Docent Training Course under the guidance of the Program Manager (PM), Training Teachers (TTs), Executive Director (ED), Docent Manager (DM) and MFMII Board of Directors.

### Specific Responsibilities:

1. Create the training schedule/curriculum with the TTs, DM and the Training Team and send the schedule to the PM, TTs, DM, Training Team and Admin. Assistant.
2. Contact and confirm all training presenters.
3. Organize all necessary materials for the classes; setting up and taking down all materials and equipment at each class with the help of the training assistant..
4. Process docent trainees' applications, coordinate the orientation session and create spreadsheets of class attendance and requirements. Communicate with trainees regularly to give support and assignment reminders.
5. Teach some of the class curriculum when appropriately determined by the Training Teacher/s.
6. Communicate with the Administrative Assistant regarding confirmed trainees and their school placement.
7. Submit a monthly docent trainee status report verbally at staff meetings or in writing to the PM if not attending.
8. Submission of monthly time sheets and any expenses to the Program Manager by the 4th of each month.
9. Attend each of the training class sessions or arrange for a substitute if ill.
10. Make phone calls from home and store training equipment and supplies; borrow equipment/supplies from the MFMII storage unit and return them when training is over.
11. Docent mentor coordination - Help match each new trainee with an experienced docent for mentoring.
12. If virtual teaching, assist with technical issues trainees might have or direct them to a training team member.

Compensation: \$14 per hour (administration); \$15 per hour (teaching)  
 Hours: Varies depending upon the circumstances and revisions in the current length of the training class.  
 Work will be done out of the home, in schools and in training.  
 Job Time Frame: School Year \_\_\_\_\_

Any problems or concerns arising in the course of this assignment are to be first directed to 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 Docent Training Coordinator.

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 Coordinator.

This agreement is entered into on \_\_\_\_\_ and will continue through June 30, 20\_\_ , the end of the organization's fiscal year.

Signature \_\_\_\_\_ Date \_\_\_\_\_

Social Security # \_\_\_\_\_ Phone \_\_\_\_\_

Address \_\_\_\_\_

Email \_\_\_\_\_

\_\_\_\_\_  
Carol Zilli, MFMII Exec. Director

\_\_\_\_\_  
Date

\_\_\_\_\_  
Elise Balgley, MFMII President

\_\_\_\_\_  
Date