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, Executive Director and MFMII Board of Directors.

Specific Responsibilities:

1. Create the training schedule with the Training Teacher/s and Docent Manager and coordinate the training curriculum working with Training Teacher/s, Docent Manager and the training team. Communicate the schedule to the Program Manager.
2. Contact and confirm all training presenters
3. Organize all necessary materials for the classes; setting up and taking down all materials and equipmen at each class with the help of the training assistants.
4. Process docent trainees', applications, coordinate the orientation session and create spreadsheets of class attendance and requirements.
5. Teach some of the class curriculum when appropriately determined by the Training Teacher/s.
6. Communicate with Administrative Assistant regarding confirmed trainees and their school placement.
7. Submit a monthly docent trainee status report.
8. Submission of monthly time sheets to the Program Manager & Board Treasurer, by the 4th of each month.
9. Attend each of the training class sessions or arranging 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.

Compensation: $13 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 Manager/Mentor.

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