

## RECRUITMENT COORDINATOR JOB DESCRIPTION



The Recruitment Coordinator (RC) is a part-time position responsible for the coordination of the MFMII Recruitment Plan for the year involving the recruiting of prospective docents for the fall training classes, as well as possible board recruitment.

The Recruitment Coordinator reports to the Program Manager (PM) and works with the support of the Docent Manager (DM), Liaison Coordinator (LC), Recruitment Team (RT), and Executive Director (who approves the Recruitment Plan).

### Specific Responsibilities:

#### A. DOCENTS:

1. **Develop and implement a recruitment plan** for the Fremont & Newark schools and the community in conjunction with the PM, DM, and LCs. Promote this plan with staff and RT.
2. **Follow the MFMII Recruitment Processing Plan for Docents.**
3. **Coordinate Fremont & Newark School Recruitment:**
  - a. **Update google calendar with information on all MFMII school events in Fremont & Newark:** K Orientations, Walk-through Registrations, MAZE days, Back to School Nights, PTA or Parent Group Meetings, Winter/Spring Performances, Founders' Day, MFMII Family Music Nights.
  - b. **Recruit RT members / volunteers and assign them to cover each event with MFMII promotion:** information tables with instruments, promo talk, video, flyers, etc.
4. **Coordinate Community Recruitment:**
  - a. **Update the google calendar with information on all Fremont/Newark events for a MFMII booth, eg:**
    - February – FUN Mothers' Info Faire
    - April - Fremont Creates
    - August - Fremont Art & Wine Festival
    - September - Fremont Street Eats, Newark Daysand any other opportunities that may arise. Make reservations as needed.
  - b. **Communicate booth needs and get coverage:** MFMII volunteers or RT members; work with the Admin. Asst. (AA); use google form/sheet.
  - c. **Create a calendar for the Executive Director presentations in Fremont & Newark:** service organizations, Mothers Clubs, Retired Teachers Association Meetings, **Fremont & Newark libraries (July/August; reserve library display case up to 6 months in advance and set up the display and coordinate library musical hours).**
  - d. **Virtual recruitment - coordinate monthly Music & Movement For Kids sessions,** including creating flyers, signup form, publicity, presenters, slideshow, photos, uploading videos to youtube.
5. **Work with the ED/PM to determine targeted schools in need:** schools with one docent or a loss of docents, returning schools, new schools; implement Recruitment Plan with the assistance of the RT.
6. Attend monthly staff meetings via zoom.



## RECRUITMENT COORDINATOR AGREEMENT 2025

COMPENSATION: \$16 per hour  
Hours: Approx. 5 hours weekly  
(more or less depending on time of year/activity)

Reimbursement for items purchased for this position must be approved by the MFMII Board.  
Work will be done out of the home as well as in schools/community.

Job Time Frame: School Year: 2025

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 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 Recruitment Coordinator.

This agreement is entered into on \_\_\_\_\_ and will continue through June 2025. The agreement renewal will be done annually for the fiscal year July 1 through June 30.

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

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

Address \_\_\_\_\_

Email \_\_\_\_\_

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

\_\_\_\_\_  
Date

\_\_\_\_\_  
Lori Moitié, MFMII President

\_\_\_\_\_  
Date