

WaFAC General Coordinator Job Description

Overview

Responsibilities: Plan, administer and coordinate efforts among all working elements of the WaFAC Management Team. This position may be shared between two people as co-coordinators.

1. Plan and conduct meetings of Management Team. (Guild President attends ex-officio.)
2. Meet individually or in small groups with other coordinators to set timelines, determine goals, and attend to details of classes/workshops, registration, finances, publicity, inventory, site management, and website, if needed.
3. Communicate with Landlord or designee regarding studio repairs or similar needs according to the terms of the lease.

Communicate with the WGR Board:

1. Attend WGR Board meetings and provide appropriate reports and information and distribute an Annual Report of Center activity at the WGR Annual Meeting.
2. Remind those on WaFAC Management Team to update, if needed, their responsibilities for the WGR Operations Manual at the beginning of each new year. Obtain updates to Conflict of Interest and other documents annually or as needed.

Communicate with WGR Membership

1. Share WaFAC information at the Guild meetings in conjunction with other Team members.
2. Provide articles for the **THE YARN** to keep membership informed of WaFAC happenings.
3. Send information to membership via the Guild members' e-mail and website.

Work in conjunction with Class Coordinator

1. Determine if our classes are meeting our goal to reach all interested members of our community. Assist in the planning as appropriate.
2. Look for opportunities for cooperative local activities for successful Open House. Provide leadership/coordination for same.
3. Discuss need for educational supplies, equipment, and furniture.
4. Organize periodic meetings with instructors re: class size, equipment, student issues, etc.

Work in conjunction with Financial Manager

1. Discuss means of presenting the most complete, up-to-date financial figures to Management team, WGR and Board.

Work in conjunction with Registrar

1. Review the registration lists provided by the Registrar. Assist as a back-up as needed.

2. Act in advisory/ problem solving capacity when questions/problems arise regarding registration or other student class registration issues.

Work in conjunction with Website Manager

1. Provide support and assistance as needed
2. Ensure that WGR website remains up-to-date regarding brochure and Center activities.

Work in conjunction with Site & Inventory Manager

1. Coordinate date for annual inventory review.
2. Advise regarding possible donations.
3. Assist with sale of equipment for the benefit of the Center.
4. Discuss and determine if there are any necessary changes or repairs needed in the Center.
5. Consult regarding possible changes in organization of the Center.
6. Assist with teacher issues as needed.

Work in conjunction with Publicity Coordinator

1. Review, edit all ads and articles to be placed in newspapers, brochures, postcards, newsletters, **THE YARN**, and website.
2. Assist in pursuing new publicity possibilities.
3. Provide for regular updates to the Center's Facebook page and/or other social media.

Actively seek interested volunteers to assist with the work of the Center

1. Consult with chairpersons and coordinators when it is necessary to fill a Management Team position. (Many positions profit from job sharing.)
2. In coordination with other members of the Team fill positions from volunteers and/or undertake responsibility for recruiting volunteers for the Team.

Encourage and consider ideas from Guild Members and students as to ways to improve offerings and procedures of WaFAC.

Required Skills

- a. Strong managerial skills (planning, organizing, administrating, coordinating)
- b. Working knowledge of computer word processing program
- c. Access to and working knowledge of email
- d. PR skills

The success of the Weaving and Fiber Arts Center depends on individuals who support and further the continuing creative vision set forth in our mission statement: “. . . to foster interest and provide educational opportunities in weaving and the fiber arts”

Approved by Board, 3-6-2024