

Position: Calendar Coordinator

Board Meeting Location:

Whole Foods Market
353 E Broadway
Eugene, OR 97401

Board meetings: 2nd Saturday of every month, 10am-12pm

Expected Service Length: August - June

General Requirements

- Computer with internet access
- Knowledge of Google Drive and Google Email
- Ability to receive/send text messages
- Facebook account (or willingness to create one to communicate with our private board group and the secret Tiny Tots group)
- Good organization and communication skills
- Ability to multitask and follow through

Tiny Tots provides a work Google email account with access to Google Drive

All Board Members

- Attend most monthly board meetings
 - Complete the meeting notes related to your role for every board meeting
 - Fulfill responsibilities in a timely manner specific to your role
 - Communicate with the board to brainstorm, solve problems, help each other, etc.
 - Help with member orientation, open house, events and fundraisers as needed
 - Give tours as needed
 - Open/close/clean the site as needed
 - Attend 2 board meetings in August to prepare for opening TT in September - 1 meeting is to physically set up the site
 - Help take down TT in June (ideally twice - at the beginning of your time on the board and at the end of your year on the board)
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Position Specific Requirements

- Check and respond to email at least once per day
- Create the Duty Sign Up calendar for each term (using signupgenius.com)
- Confirm that each member has signed up for the correct number and type of duties (reach out individually to help those who are missing sign ups for duties)
- Monitor the calendar for any upcoming open/close spots that are not filled, and fill them
- Add more duty spots to the calendar as needed (as more members join) --typically (at least after fall term, you should be ready to publish the whole calendar at the beginning of sign ups)
- Monitor completion of open/close and cleaning duties at the end of each month, and record in the spreadsheet
- Be available during each term transition as this role is key in getting termly membership roster ready for the new door code
- Recruit and manage Super Subs and maintain the Super Sub policy document with input from Directors
- Confirm completion of ALL duties at the end of each term - use the duty sign-in roster from on-site to take roll (compare papers to signupgenius)
- Email members who did not complete all duties and arrange a solution