

Position: Executive Co-Directors

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)

Position Specific Requirements

- Manage the overall operation of Tiny Tots Indoor Playground
- Coordinate and guide the efforts of board members
- Set expectations for board members success and manage when expectations are not being met
- Recruit and orient new board members as necessary
- Set dates for term transitions
- Lead board meetings and member orientation
- Be the main point of contact for TT
- Resolve member disputes, and set the tone for excellent customer service
- Communicate with church staff regarding scheduling and tenant issues
- Communicate with members regarding issues, policy changes, weather closures, etc. (by posting to email and private facebook group)
- Develop overall marketing and promotion strategy to increase membership and revenue (membership specials, referral incentives, open house events, birthday party rentals, etc.) in coordination with marketing coordinator
- Audit financial records monthly with treasurer
- Handle insurance related issues
- Ensure professionalism in our promotional and membership communications

