

CURRICULUM VOLUNTEER RESPONSIBILITIES

OLLI at ISU

Class Coordinator

- Plans and organizes class
- Recruits and schedules instructor(s)
- Coordinates time and day scheduling of course with Curriculum Committee and instructor(s)
- Ensures course proposal contains required information and meets catalog deadline
- Includes contact information for instructor(s) in course proposal
- Gets copy of course proposal to OLLI Program Manager and Curriculum Chair(s) on time
- Gets instructor handouts to Program Manager one week in advance of class
- Serves as OLLI Course Liaison if on the Curriculum Committee
- Contacts the Program Manager to indicate whether or not he or she will be the course class assistant

Class Assistant

BEFORE CLASS BEGINS

- Arrives at least 20 minutes before class starts and assumes responsibilities
- Checks that the room, equipment, and handouts are ready and available
- Gets folder for class from bin and locates attendance sheet and speaker's name tag
- Makes announcements and distributes handouts as needed for speaker
- Passes attendance sheet to all participants and records number in OLLI class folder
- Introduces instructor
- Informs instructor of break schedule and needs of participants

DURING CLASS

- Assists instructor with needs, allowing instructor to focus on teaching
- Sits or stands in a location to observe entire class
- Hands portable microphone to class members when questions or comments are made
- Notifies OLLI Program Manager of any issues that arise
- Assumes other responsibilities as needed

AFTER CLASS

- Remains until speaker and last participant has left

- Straightens room for the next class
- Assumes other responsibilities as needed

OLLI Course Liaison

- A member of the Curriculum Committee who is the course contact person
- Assists the Class Coordinator as needed
- Ensures Class Coordinator completes **all** responsibilities in a timely manner
- Provides course update at each Curriculum Committee meeting
- Informs instructor(s) of equipment training sessions

OLLI at ISU Volunteer Recognition Proposal

1. A person who is both the Class Coordinator and the Class Assistant for an OLLI at ISU course will not be charged for that class. The Class Coordinator shall contact the Program Manager to indicate whether or not he or she will be the class assistant for a course.
2. An instructor in a class with multiple instructors is welcome to attend any or all of the other sessions at no charge after contacting the Program Manager to ensure there is a vacant seat.
3. The instructor for an entire course is entitled to a certificate which can be used as tuition for one OLLI at ISU course.
4. When there are multiple course instructors, an OLLI pen will be presented to each instructor.

Adopted by OLLI Board 12/1/10

Implemented Winter 2011