

Coordinator

The coordinator position can be handled in many ways. There can be a co-coordinator, an assistant coordinator or a support team.

The Coordinator is responsible for the smooth running of the Waltham Group.

- Is familiar with the responsibilities of all volunteer positions (Greeter, Set Up, Take Down, Timer) and trains volunteers
- Maintains the sign-up sheet of volunteers and finds people to fill open spots.
- Takes responsibility for the overall flow of Thursday evening meditation and class from beginning to end.
- Makes sure that timer is ready to begin at 7 p.m. Finds substitute if needed.
- Oversees greeter role and assists as needed.
- Oversees transition from meditation period to class.
- Oversees take down and makes sure everything is put away.
- Makes sure money is picked up and turned in to office.
- Keeps track of new attendee sign in sheet
- Makes sure new people are put on Google Group if they wish.
- Organizes special events

Church Liaison

- Monitors the heat in the Chapel
- Communicates with church office manager about upcoming events to include in church publicity.
- Reserves Harrington Room for special events
- Collects money from basket and turns in to office.
- Tracks new people and puts them on the Google Group