

Volunteer Position Description

Job Title: **Classes Committee Member**

Reports to: Committee members report to the Sr. Education Manager

Location: Committee meetings are either held at Seattle Audubon (8050 35th Ave NE Seattle, WA 98115) or via online meeting platform. Members are welcome to participate remotely
 Meetings scheduled as needed; all other work can be done from home
 Most committee communication is by email
 Members also attend SAS classes in the community to support class instructors during in-person classes

Purpose:

The classes committee creates a comprehensive offering of classes and lectures that support the SAS mission while bringing revenue to the organization. The classes program consists of diverse and thematic topics including beginner and advanced birding programs, as well as family-friendly programs, conservation and sustainability classes, birds at risk series, travel birding, wildlife habitats - including urban gardens, and seasonal programming. Success includes collaboration with other organizations and reaching communities beyond our membership base, as well as numbers served and revenue earned.

Qualifications:

- Interest in nature-focused classes and willingness to attend classes to support instructors
- Ability to contact potential instructors via phone and/or email to discuss class scheduling
- Ability to work collaboratively with others
- Attention to logistical details such as class dates and instructors' technology needs
- Open to discussing instructors' abilities with other committee members, including lecturing and leadership skills, and mastery of subject matter
- Some experiencing in marketing and/or social networking helpful but not essential
 - a) for expanded promotion of the program
 - b) for creating supporting documents and materials
- Able to meet deadlines created by the committee
- Comfortable using Zoom, or willingness to learn, for online classes

Commitment:

- We kindly request that volunteers commit to committee service for at least one year

Responsibilities:

- Brainstorm with other committee members during meetings about class topics and instructors. New committee members do not need to have personal contacts or know any potential instructors prior to joining the committee
- Make arrangements with instructors about dates, times, and locations (in-person only) of classes
- Work with the instructor to create class descriptions for the Seattle Audubon online registration system and submit information about upcoming classes to the education manager in a timely fashion