

# **Docent Coordinator**

## **General Description:**

The Docent Coordinator is responsible for tracking Docent hours and updating Docent status accordingly, with an emphasis on Docent retention. The Docent Coordinator also works with the Information Directory Coordinator to update Directory and with the Membership Department to identify lapsed Docent memberships.

## **Duties:**

1. Maintain document that identifies docent status changes.
2. At year-end, contact inactive docents -- based on hours submitted and docent meeting attendance -- to determine reasons for inactivity and make status changes as appropriate.
3. Work with Information Directory Coordinator and Docent Hours Recorder to update the Docent/Volunteer Directory.
4. Work with Membership Department to identify lapsed Docent memberships. Contact those with delinquent renewals to encourage renewal.
5. Attend Docent Executive Board meetings.

## **Specific Skills:**

1. Solid working knowledge of standard computer applications
2. Organized and able to meet deadlines
3. Docent experience and knowledge of Docent history is beneficial

## **Time Required:**

40 – 50 hours between September and December

## **Recommended Term:**

1 – 2 years