

draft 3 February 2009

Job Descriptions

Job rota for year-group

- Jobs will rotate amongst members of the year-group, jobs will be added, deleted, amended as the group requires and develops.
- The idea is to strengthen group ownership over the course and to share the experience of the nuts and bolts of organizing/delivering a workshop or social change event (e.g., group meetings, campaign launch/recruitment, etc), and cultivate a shared understanding of good practice for a variety of events.

Rotating Job	Description and notes ... and points to think about ...
Greeter (1)	<p>This person arrives at 9.15 to set up the registration/information table. As people arrive that morning the greeter welcomes participants when they arrive, ticking their name off the attendance list and asking people to confirm contact information; collects any money owed to TTT, writes receipts when requested and ensures the money is safe; gives people name badges; and refers people to browse the materials, inviting them to have coffee/tea. Ideally this person would also be able to stay around at the end to help clear up. While it's important to be welcoming and friendly, the greeter should keep in mind that they are doing a 'job' and not get too caught up in a particular conversation that new arrivals go unattended.</p> <p>From February, needs to be appointed the session before.</p>
Practical helper (1)	<p>This person arrives at 9.30 to help with set-up as need be, which might include supporting the greeter. Practical helper puts up the flip charts that will appear at every session (group agreement, TTT principles of NV, graffiti wall, car park, jobs rota, etc). Other duties depend on what the groups needs are, such as doing any errands or jobs, making photo copies, etc. If arrangements are made ahead of time this person could prepare flip charts for the facilitation team. If possible the practical helper also stays around at the end to help clear up.</p> <p>From February, needs to be appointed the session before.</p>
Workshop Summarizer (1)	<p>This person considers the day's highlights and the workshop evaluation to write up a document summarizing the main points and general feelings about the workshop. The tone and content are up to the summarizer, but it should be something that s/he thinks useful and effective in capturing the flavour of the day's workshop. This summary is then shared with the group who participated in the day and the next month's one-dayers via email (or however the group decides to communicate: forum, blog,</p>

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	<p>email list, email) The person doing this job commits to completing the summary within one week's time.</p> <p>From January. This person is appointed on the day.</p>
Housekeeper (1)	<p>This person coordinates our bring and share lunch, this means asking for volunteers to get plates, reminding people to clear up and stack the dishes for collection. Ideally this would be a person taking part in the bring and share lunch, though not necessarily so. Housekeeper can also remind people periodically during the day to keep tea cups and saucers, participants' bags and belongings as cleared up from the floor as possible. We tend to use ALL of our space, the floor, walls, chairs and for safety's sake let's keep the place as tidy as possible.</p> <p>From January. This person is appointed on the day.</p>
Participant contributor (1)	<p>As a way of practicing facilitation, space will be made for year-participants to lead a session in which they share their own or draw out other people's learnings as related to the resources they engaged with or applications they made of nonviolence between sessions.</p> <p>Session facilitation teams and staff will work with participant contributor to develop and deliver a 30-minute activity integrated into the day's agenda. Guidelines about how the facilitation team and 'participant/contributor will treat the activity should be discussed ahead of time. It might include points such as these, among others ...</p> <ul style="list-style-type: none"> ● Discuss time management, eg, is s/he happy for you to cut off the session (with tact) if it starts to wander off or horribly run over time. Talk it over ahead of time and figure out your roles and ways of supporting each other. ● How to treat the experience, eg, learning de-briefed there as part of the exercise, or something to be followed up with later (post workshop chat about how it went ...) <p>Eventually we're thinking we might build up to having XXX participant/contributors working together with the facilitation team to to deliver up to XXX hours of the agenda.</p> <p>From February, needs to be appointed the session before.</p>