

General Education Specialist

Appointed By: Regional Education Director

Accountable To: Regional Education Director

Term: 1 year appointment

Responsibilities:

- Works with the Regional Education Director to coordinate yearly education opportunities for the general membership: ie. PVLs, DCP, general music knowledge, barbershop harmony specifics, leadership, etc.
- Coordinates with the Regional Education Director and Regional Facilities Coordinator to ensure that adequate facilities are provided for general education offerings
- Coordinates with faculty and presenters to ensure that their arrival and transportation arrangements as well as onsite needs - handouts, AV equipment, etc – are provided
- Devises, distributes, collects and compiles results of attendee evaluation surveys and presents them to the Regional Education Director

Each Resource Staff Member is responsible for:

- Maintaining comprehensive records and forwarding materials to her successor
- Training her successor
- Providing budget information to the Regional Education Director
- Contributing to and implementing her assignments from the Long Range Strategic Plan
- Maintaining contact with other regional and international personnel as appropriate
- Appointing additional staff to assist with the implementation of responsibilities, after consulting with the appropriate Regional Director

Position Expectations:

- Strong organizational skills
- Strong verbal and written communication skills
- Ability to work independently and within groups
- Problem-solving and decision making skills
- Some experience working with educational needs of our members
- Ability to manage moderate stress in meeting deadlines and working with varying personalities
- Ability to attend regional events, some travel expected