

Bishop's Cleeve U3A

Job Description: Group Coordinator

- To report to committee on group progress/problems.
- To liaise regularly via email/phone with Group Leaders to keep them informed of new regulations/developments, and to obtain feedback on group progress/problems.
- To act as first stop in dealing with group problems.
- To help publicise and monitor interest in suggestions for new groups, and to give assistance where needed in getting started.
- To act as contact for members wishing to enrol in a group.
- To compile information packs for new Group Leaders.
- To organise and provide any materials needed for annual Group Leaders' meeting.
- To seek to set up 'overflow groups' when an existing group has reached saturation point.
- To have a basic level of computer skills – i.e. the ability to send and respond to emails.