

Community Play Co-Ordinator Job description.

1. Establishing the Community Play Office.

- (a) Keep complete and accessible records of all community play activities.
- (b) Establish a system of up to date information for postal, telephone and drop in enquiries.
- (c) Establish a register of volunteers.
- (d) Establish a register/index of jobs and tasks which volunteers can do.
- (e) Co-ordinate the play box office and work with the publicity committee.

Opening the Community Play office.

- (a) Organise regular opening times for the office by own attendance and by organising a rota of volunteers.
- (b) Welcome people and encourage them to get involved.

Publicising the Community Play in Cricklewood and North London.

- (a) Take responsibility for publicity and presentation of the office.
- (b) Organise photographic and other exhibitions.
- (c) Organise the distribution of regular bulletins, minutes, posters etc via establishment of a distribution network.

Working with voluntary members of the association.

- (a) Encourage participation across the community.
- (b) Make links with local establishments where an interest in participation has been expressed. Generate enthusiasm for involvement within local groups from schools to youth clubs and pensioners groups.
- (c) Build a network of volunteers encourage and facilitate their involvement in taking on responsibilities, new initiatives and areas of work.
- (d) The Co-ordinator will as a specific priority work to extend access and include local disabled people.

Secretary to the associations.

- (a) Attend all General Meetings.
- (b) Service the Association in the absence of the voluntary secretary in the production and distribution of minutes, newsletters and correspondence.
- (c) Keep a weekly petty cash record.
- (d) Co-ordinating distribution of correspondence to relevant committee members.
- (e) Servicing other project workers (Director Designer) in establishing their work.

(f) Continue to seek and process additional funding, emphasis being on the private sector.

The Co-ordinator will have a crucial role in encouraging people to get involved with the workshops and play whether by writing letters, arranging meetings , preparing publicity and most importantly, personal contact and encouragement.

The Co-ordinator is to work with the director in scheduling rehearsals, facilitating and encouraging volunteers to turn up as and when required.

The Co-ordinator will report to the Steering / Management Committee any concerns and views put to her by participants.