Lay activities, telephone and rep

Community Play Co-Ordinator Job discription,

- 1. Establishing the Community Play Office, no we wanter were
- (a) Keep complete and accessible records of all community play activities.
- (b) Establish a system of up to date information for postal, telephone and mop in enquiries, elegasides produced as account and account account and account account and account and account and account and account and account and account account account account and account account account account account and account account account and account accoun

The Co-orginator will retort to the Steering / hamsdadend Committee any comments

- (c) Establish a register of volunteers, and of presimilar programme one principles
- (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,y

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 enthuasiasm for involvement within local groups from schools to youth clubs and pensioners groups.
- (c) Build a network of volunteers encourage and facilitate their invilvement in taking on responsibilities, new inititatives and areas of work.
- (d) The Co-ordinator will as a specific priority work to extend acces and include local disabled people,

Secretary to the associations,

- (a) Attend all General Meetings,
- (b) Service the Association in the abscence 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 establising their work,

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

Community Plan Co-Brandson Job description

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, and approximately and most importantly personal contact and encouragement.

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

(a) (. - ordinate the play boy office and work with the publicity committee

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

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