

## **SOC Training Co-Ordinator**

The Training coordinator ensures that classes are planned and delivered to allow club members and select non-members to progress through levels of competitive Obedience, Scent, Rally and other misc. completeive dog events.

### **Planning**

- Canvas membership and current class members to determine needs and interests
- Identify appropriate trainer, fees & payment
- Identify class day and time
- Identify class site, schedule, fee & payment

### **Communication**

- Publish class offerings, cost, schedule and status (full/not offered now/canceled, etc.)
- Email class attendees to communicate:
  - Schedule
  - Class levels and assessment of correct class for attendee
  - Vaccine requirements
  - Survey for returning trainees
  - Notify attendees of weather, holiday, illness, schedule conflict, etc. cancelations
- Act as contact and field questions for class participants and potential participants via email or social media
- Communicate with SOC Board and Training Team any issues (e.g. set up/clean up, schedule changes, etc.)

### **Management**

- Manage relationships between Club, Instructors, Participants and Facility management
- Collect registration forms
- Collect training fees
- Transfer payment and training stats to Club Treasurer
- Collect copies of vaccine record
- Pay Instructors
- Pay Facility
- Assess new participants for correct class fit
- Maintain wait list for classes when necessary
- Keep track of current week of schedule we are in to provide notice to trainees and instructors of new session start date