

Weekly Jobs Coordinator

Tech Squares Weekly Job

Description

Responsible for signing up volunteers for all the weekly jobs for a given month and sending out email reminders to the weekly volunteers.

When

The last week of the previous month for signing people up.

The beginning of each week for sending out weekly reminders.

What you need

- Weekly jobs sign-up sheet

Responsibilities

- Set up the weekly jobs sign-up sheet
Fill in the dates and cross out weeks we don't need (week 5 if the month only has 4 Tuesdays, and any weeks we're not meeting). Remember to write in your name and e-mail address.
- Get people to sign up for jobs
Sign up at least one person for each job and try to get 2 people for gate and breakdown. When someone agrees to do a job, write down their name *and email address*, and tell them to put it in their calendar.
- Make sure that setup people and breakdown people have access to the office.
You can give them access by emailing them the combo to the office. The combo can be found on the club wiki jobs page or by asking an officer.
- Send email reminders each Monday or Tuesday
Each week, send a reminder to the volunteers for the upcoming week. Make sure you remind them what job they are supposed to do and where we are dancing. Please cc this email to squares@mit.edu. If someone writes back to say they can't make it, let squares@mit.edu know a replacement is needed, *ASAP*.
- Find someone to be Jobs Coordinator for next month

Thanks for taking care of this critical job!