

CITY QUAKE GET ACTIVATED ONLINE COURSE PROCTOR JOB DESCRIPTION

This Job Description is still in process. If you are interested in volunteering for this job, please email us at office@cityquake.org and we will work to finish this job description for you!

Goal: Assist and follow up with those who are taking the Get Activated Online Course

Reports To: Tom Ruotolo

Min / Max Time needed: 2-10 hours a week

Pre-requisites:

- Access to Google documents
- Ability to communicate with students through email and text

Responsibilities:

- Encourage and follow up with students as they progress through the course.
- Keep records of course notes left by students
- Keep contact information up to date in the spreadsheet
- Keep a basic record of progress and contact with each student
- Follow up with any questions, technical issues or concerns that students may have.

Please commit for a minimum of: 1 Year