



Volunteer Position Description

OLLI Class Assistant

Purpose: The OLLI Class Assistant's role is essential to the smooth running of an OLLI course. In an OLLI course in which they are also enrolled as a student, the Class Assistant (CA) provides hospitality and uses administrative skills to assist the Instructor and facilitate learning by fellow students.

Benefits: OLLI at UVa is pleased to offer CA volunteers the following benefits:

- The Gift of Discovery: OLLI will provide CAs with a gift certificate for a second class.
- Volunteer Training: OLLI offers training and materials to ensure that each CA is comfortable in the role.
- Personal Satisfaction: Help to create an optimal learning environment for OLLI members.
- New Relationships: CAs get to know the Instructor and the OLLI staff with whom they work.
- Fun: CAs are invited to OLLI's annual volunteer appreciation party.

Attributes for Success

A Class Assistant...

Shows enthusiasm for OLLI programs, and communicates with the OLLI Office for support or assistance as needed (434-923-3600 or olliuva@virginia.edu).

Is adept at using email (Necessary email skills include opening an email attachment, forwarding email and attachments, and copy/pasting an email distribution list. These topics are covered in CA training for those unsure how to do this).

Has solid verbal communication skills and a pleasant manner, adapts to changing circumstances and can "think on their feet."

Essential Duties

- Attend the Class Assistant training session; review the contents of the Class Assistant's packet.
- Communicate with the Instructor via email and/or telephone at least two weeks before class begins.
- Communicate with the class members via email -- an email distribution list and sample email will be provided.
- Using the Class Roll, call OLLI members who do not use email.
- Attend all class meetings. If an unexpected absence arises during the course, please contact the OLLI Office (434-923-3600).
- Arrive early to ensure that the classroom is in order, hang door signs, place hand-outs and sign-in sheets out on a table near the door, greet students, and give out nametags if the instructor requests.
- At the class meetings, speak to the group about logistics (cell phones off, bathroom locations, inclement weather notification and the like). A "cheat sheet" is provided to cue the CA's memory of topics to include.
- After the first class meeting, contact any absent students to learn if those students plan to attend future classes, and if an absent student states that he/she is withdrawing from the class, notify the OLLI Office (434-923-3600).
- Distribute and collect course evaluations to be returned to the OLLI office along with the Class Assistant packet received at the beginning of the course.
- The CA is **not** expected to troubleshoot problems with the AV equipment, but does need to know who to call if problems arise. This will be addressed in training and in your CA Packet, as it varies according to the location of the class.