

Role of OLLI at DU Self-Sufficient Facilitators/Instructors

Definition: A Self-Sufficient Facilitator/Instructor is one who is able to run their own course on the Zoom platform with minimal to no assistance from the assigned OLLI at DU staff.

Roles:

OLLI at DU Staff will:

- Schedule recurring Zoom meetings for the course

- Secure Class Assistant (if possible) and introduce to facilitators

- Send out initial email to all course members with link to Zoom registration for the course

- Send out reminder emails to members containing the link to the Zoom class

- Create the rosters for the course for both the Facilitator (with contact emails for members) and Class Assistant (just names; no contact info)

- Provide training to facilitator on process for opening the Zoom Room each week

- Provide training to Class Assistants to act as a backup for opening Zoom Room and for admitting members at beginning of each class

- Monitor the opening of the Zoom room the first week by checking in with each class

- Be available for support every week via text or phone

Self-Sufficient Facilitator/Instructor will

- Open the Zoom Room (URL link and sign on information will be provided; facilitator will be using an OLLI at DU email address for Zooming)

- Make the Class Assistant a co-host once they have entered the Zoom room

- Run the course as normal