

TeachOut Portfolio Positions

2011 / 2012 Committee



Director

The Director is responsible for ensuring that TeachOut operates successfully. This includes making sure Committee Members complete the tasks assigned to them, helping them deal with contingencies, and dealing with any tasks and contingencies that fall outside of their portfolios. The Director chairs meetings, finds ways to improve the service TeachOut offers to learners, represents TeachOut within the Ubunye Coordinating Committee, sits on the Ubunye board and liaises with bodies outside of Ubunye.

Deputy-Director

The Deputy-Director assists the Director in performing his/her duties. The Deputy-Director is also responsible for the Recruitment Portfolio, which involves recruiting volunteers at the start of each semester. Here, they would work closely with the Marketing Coordinator and assign recruitment-related tasks to other Committee Members. Furthermore, the Deputy-Director records minutes at meetings and distributes these to Committee Members.

Logistics Coordinator (2 positions)

Logistics Coordinators are crucial to TeachOut operating successfully. They are responsible for making sure tutoring sessions take place on a daily basis. Amongst other tasks, this involves liaising with teachers and principals to ensure that the learners will be available to attend sessions, and organising transport to and from the schools for volunteers.

Human Resources Coordinator

The HR Coordinator is responsible for maintaining a healthy relationship between TeachOut and our volunteer base. Amongst other tasks, this involves sending SMSs to remind volunteers of their tutoring sessions, compiling and updating the volunteer register, answering volunteer queries via email, helping Ubunye to organise volunteer social events, and playing a key role in the organisation of Volunteer Training Days.

Treasurer

The Treasurer is responsible for keeping a record of all TeachOut's incomes and expenditures, and producing financial reports in accordance with NPO standards and Ubunye's requirements. They also manage TeachOut's banking affairs, pay all debts to suppliers and service providers, and handle transactions when Committee Members or volunteers need to be reimbursed. The Treasurer will receive additional guidance from the Ubunye Finance Coordinator.

Marketing- and Sponsorship Coordinator

The Marketing Portfolio involves creating awareness about TeachOut amongst potential volunteers, the UCT community and the public at large. This includes distributing posters on Campus and writing short website-posts about TeachOut's activities. The Marketing- and Sponsorship Coordinator may also wish to implement new and original marketing strategies and campaigns. The Sponsorship Portfolio is vital to TeachOut's ability to operate. It involves securing sufficient sponsorship (financial or other) from companies, foundations or private donors.

Evaluations Coordinator

The Evaluations Coordinator is responsible for coordinating Volunteer- and Learner-evaluations at the end of each term, as well as evaluations conducted at Training Days. They analyse the feedback received from volunteers and learners and present it in quarterly evaluations reports. During the year, the Evaluations Coordinator makes sure group leaders have submitted weekly session forms and distributes significant information from these forms to the rest of the Committee. The Evaluations Coordinator should have a basic knowledge of Microsoft Excel.

Academic Coordinator

The Academic Coordinator is responsible for all curriculum-related matters. Primarily, he/she coordinates the work of Subject Coordinators to ensure that all worksheets are of suitable quality and completed on time. Furthermore, the Academic Coordinator compiles prints and distributes workbooks, and answers volunteers' academic-related queries. They ensure that the tutoring taking place in sessions is running smoothly and that tutors are adequately equipped. The Academic Coordinator also liaises with teachers to find out which topics should be tutored in each tutoring session.

Subject Coordinators

Subject Coordinators are needed for the following subjects:

- Mathematics
- Maths Literacy
- English
- Functional English
- Physical Science

Subject Coordinators are responsible for creating worksheets for their respective subjects in line with the National Curriculum Statement. Subject Coordinators work under the guidance of the Academic Coordinator, and worksheets are primarily completed in the June- and December vacations. At Training Days, Subject Coordinators help to instruct volunteers on how to tutor their respective subject. Throughout each term, Subject Coordinators are also expected to assist with tasks such as recruiting volunteers and meeting and greeting volunteers at the Visitors Reception Centre.