

**Pine Shore Art Association
Volunteer Positions Open
April 2021**

Two key Pine Shores positions are open and in need of help. Both positions are vital to our day-to-day efficient and effective functioning.

Each role is part of established committees and new leaders will receive lots of support and guidance from the outgoing chairs, the rest of the team, and the Board. Additionally, the Education Department Chair is a Board of Directors position; you will have significant input in class and workshop development and scheduling for our membership.

Volunteers receive much in return for their efforts. Some join to learn new skills; others offer their experience in any number of areas for the benefit of us all. Pine Shores gives volunteers the unique opportunity to interact with fellow artists in ways that foster new friendships and creative endeavors for ongoing artistic inspiration.

These positions are open NOW and training can begin immediately. Please consider joining the team of movers and shakers that keeps Pine Shores thriving.

Registrar Job Description

Job Responsibilities:

- Check phone messages left on the Registrar Line
- Register students for classes when a check is received
- Post checks, send the checks onto Treasurer
- Remove someone from a class if they request and refund monies
- Provide Instructors with Student reports and lists
- Help people sign up for classes if they have a problem with our web site
- Help is always available through Pro Class.

Contact: Jeanne Easton, 609-488-5838

Education Chair Board Position

Job Responsibilities:

- Computer skills
- Chair of Education Committee
- Work with Vice President (bylaws)
- Attend monthly Board and Membership meetings
- Organize monthly Education team meetings (currently on Zoom)
- Write and provide artist instructors with contracts
- Create Education Calendar of Events
- Schedule classes and assignments, with committee
- Oversee organization of in-person class monitors, with committee
- Work with Pro Class for online registration programs

Contact MaryBeth McCabe 732-673-1009