



Calgary Association of Lifelong Learners

Role Description

Facilitator

The role of the Facilitator is to develop and lead programs for CALL members. Facilitators are supported in these tasks by their Area Coordinator.

1. Developing Programs (in consultation with Area Coordinator)

- Prepare a program description.
- Determine delivery details (e.g., time, place, group size, duration)
- Prepare website and newsletter items (Area Coordinator submits).

2. Leading Programs

- Accept registration requests and create a participant list.
- At the initial meeting advise participants of safety measures and venue facilities.
- Maintain and submit attendance records.
- Communicate program changes to participants as required (e.g., cancellation, venue changes, meeting dates)
- Establish a waitlist if needed and advise Area Coordinator of significant changes to numbers on the group waitlist.
- Advise Area Coordinator of program changes to facilitate updating of the website.
- Ensure program visitors sign a CALL participation waiver.
- Share the group's experiences with the larger CALL community as appropriate.
- Solicit feedback from participants to enhance the program experience.