

Embroiderers' Guild of Victoria

Position: Embers and Guides Workshop Coordinator

- Set date in conjunction with booking space for workshop
- Recruit adult volunteers at least 3 months in advance of the workshop
- Organize supplies and projects for the workshop including: registration, book room, arrange payment if necessary, plan projects, arrange for volunteers, prepare kits, prepare annual budget for upcoming year and submit to EGV Exec in February, organize pre-meeting with volunteers as needed to review expectations and project
- Write annual report and submit to EGV Vice President/delegate after the workshop
- Attend EAC exec meetings as desired
- Send out notices and registration forms to the Embers and Guides Local Area Supervisor so that she can send this information to the different local troops in early September
- Book location in Victoria
- Send out confirmations to all of the registrants
- Complete funds submitted and expense forms and submit along with any moneys to EGV Treasurer
- Monitor the EGV Embers and Guides section of the Guild website and make suggestions to webmaster. Website can have the project designs that the young stitcher can choose from when filling out the registration form

Skills, Attributes:

- Passion for Embroidery
- Embroidery Skills – not necessarily advanced in all techniques, but enough to demonstrate to others
- Desire to learn – as you will learn techniques along with the group
- Like children
- Patience
- Imagination
- Organizational skills - Coordinating of people: who, where and when
- Time management skills
 - Meeting timelines
 - Booking locations
 - Sending out confirmations to all of the registrants
 - Collecting Class Volunteers in advance of the classes
- Computer skills