

## FULL TIME CLASS SUPPORT COORDINATOR

**Yestermorrow Design/Build School** is seeking a full time class support coordinator with project management experience to join our team. A qualified applicant will exhibit enthusiasm to work with instructors and clients, order and organize materials in support of the classes. Strong communication skills, organization and budgeting experience required. This post is eligible for Yestermorrow's generous benefits package. Salary is based on the applicant's experience level.

### **Class Support (approximately 60%)**

- Instructor administration including syllabus, agreements, class lists, travel and lodging
- Reset classrooms between courses, organize tools etc.
- Communicate with Instructor about needs and order materials and supplies for course
- Oversight of interns in relation to coursework and work trade for classes

### **Project Management: (approximately 40%)**

- Screen website inquiries
- Client relations/development
- Client contracts and agreements
- Short course and small project management
- Support Design/Build Faculty

### TO APPLY:

Please submit your resume/CV and a letter of experience/interest (not to exceed one page)

Email application materials to: [charlotte@yestermorrow.org](mailto:charlotte@yestermorrow.org)

Rolling application, position to be filled by Aug 1, 2019

**Job Title:** Class Support Coordinator  
**Classification, Time:** Exempt, Full-Time  
**Reports to:** Design/Curriculum Director  
**Member of:** the Program Team

### **Job Description**

The Class Support Coordinator plays a critical role in ensuring Yestermorrow's programs run smoothly and efficiently. This position provides a logistical link between clients, instructors and staff, and is the conduit for client projects in relation to short form classes. Primary function of this role is to ensure that each course has the tools, materials and supplies it needs to complete its project, and that classroom spaces are set up appropriately for each class. Strong interpersonal, communication and organizational skills are required.

### **Responsibilities**

#### **Instructor Support**

- Prior to class, gather instructor agreement and materials list, coordinate instructor travel, and welcome instructor(s) to campus.
- Arrange lodging, meals, vans, and off-site lunches during course. Support instructor before and during classes, anticipate and troubleshoot course project logistics, prepare materials and tools.
- Work with Student Support team to organize instructor folders prior to arrival, including: attendance, class list, handouts, invoices, and class report.

#### **Class Support**

- Working alongside the interns and shop tech; Clean and set up classroom space and/or job site.
- Coordinate with Facilities and the Shop Tech Intern to maintain organizational systems for tool and material storage.
- Before and during classes, ensure that the woodshop, design studio and outdoor work areas are stocked with standard supplies (including but not limited to: sandpaper, glue, model and drafting materials)
- Perform inventories, purchase class supplies, organize and put away bulk orders
- Prepare drafting kits.
- Order books relevant to classes.
- Provide safety training to students and staff.
- Provide Audio/Visual support by setting up projectors, video and sound.
- Update class prep sheet after class.
- Assist teaching team to Coordinate field trips.

## **Client Relations and Coordination**

**CLIENT PROJECT BACKGROUND:** Yestermorrow teaches the processes of Design and Build to students of many backgrounds and skill levels. The students are empowered by real projects for genuine clients. Our clients have the opportunity to collaborate with us while our students design and build them a project. The client receives the design and fabrication free of charge by the class, and assumes the cost of materials and administrative fees. The educational nature of the process means that we cannot guarantee completion of our projects. This post acts as the liaison between Yestermorrow and the Client for our short form courses.

### **Assist Design/Build Faculty to:**

- Identify project scope for classes.
- Receive client inquiries from the community. Respond to potential clients by phone and email and connect with instructor.
- Set up site visits as needed to evaluate potential projects.
- Study project feasibility.
- Select class project for hands-on classes.
- Coordinate design of client projects (they may be designed in house by staff, by an instructor, or an outside designer chosen by the client, depending on the project)
- Draft a project agreement and estimate and send to client.
- Permits
- Ensure that the client has signed the Client Agreement and sent a deposit before the start of the class.
- Enter client's contact information into Sumac.
- Coordinate delivery of client project at the conclusion of class.
- Keep track of all receipts for each project.
- Review invoices for accuracy before they are sent to client.

### **Project Support**

#### **Assist Project Manager/Design/Build Faculty to:**

- Create a cut list and material list for each project based on project design,
- Order materials from appropriate suppliers, and pick up if necessary.
- Maintain inventory of materials in Yestermorrow stock (lumber, fasteners etc) and add to invoice based on how much was used on a particular project.
- Print plans, layout, handout and all necessary documents for project construction.
- Prepare tools and supplies.
- Save copies of all design documents to the appropriate Class Projects folder and print copies for students for the first day of class.
- Document (take photos of) project before it leaves YM campus. Coordinate with Marketing Coordinator for professional photography of project as needed.

### **Schedule**

This is a salaried position based on a 40-hour work week that will frequently include evening and weekend shifts based on the class schedule.

### **Qualifications**

- A passion for education, design and construction
- Project management assistance including estimating, logistics, team participation and communication.
- Working knowledge of shop equipment and tool use, safety and maintenance.



- Facility with technology; able to communicate effectively via phone, email, online document sharing.
- Ability to work with a group in a fast paced immersive environment.
- Ability to have fun and remain flexible while maintaining organization and attention to detail.