

Title:	Programming and History Coordinator Two positions – Fall/Spring and Spring/Fall
Work Credit:	Full hours in dining Choice of dining co-op
Payroll:	Stipend equal to \$700 per semester (less taxes)
Time Required:	20-40 hours/month (5-10 hours/week) Must return to Oberlin before new student orientation (specific date stipulated in the current Rent Contract with Oberlin College). Must stay for commencement weekend.
Responsible to:	President, Programming & History Coordinator, Programming Committee
Support People:	Programming & History Coordinator, Membership Secretary, Programming Committee, General Management Team (GMT)
Appointed by:	Programming & History Coordinators (2), Chair of the Board, Operational Officers (1), Operations Manager (1)
Sit on Appointments:	Programming & History Coordinators, Nicaragua Sister Partnership Coordinators

General Responsibilities

- 1) Document, catalog, and organize OSCA history as it happens; be knowledgeable about OSCA as an organization, including OSCA's history and theory.
- 2) Work to coordinate training of new OSCA members during orientation along with the New Member Trainers, Programming Committee, your ProgramCo, and the Membership Secretary.
- 3) Coordinate the work of the New Member Trainers and co-op representatives on the Programming Committee throughout the year.
- 4) Serve as a general resource and help Members, Staff, and Employees find information relevant to their interests and/or responsibilities regarding OSCA's past and present policies, practices, and procedures. As such, read the Board Manual.
- 5) Educate OSCA members about OSCA history, cooperative history, and cooperative theory & consensus. Work closely with co-op elected Historians and the rest of the Programming Committee.
- 6) With the Programming Committee, organize admissions tours, panels, and other events, especially for All Roads.
- 7) Reach out to OSCA alumni through working on the annual alumni newsletter, organizing the New Member Orientation Picnic, alumni weekend picnic, and other avenues as needed.
- 8) Work closely with the Office Assistant and the Student Administrative Assistant(s) to maintain the OSCA library and other historical documents in the OSCA office.

Specific Responsibilities

Relationship with co-Programming & History Coordinator, and other all-OSCA staff

- 1) For all major events (Iron Chef, NASCO Institute), meet with the Operations Managers, the Treasurer, as well as any other relevant staff, to determine what specific tasks need to be done. Then, work closely with other staff to fulfill these tasks. At each step of the planning process (from brainstorming ideas to solidifying event details), update the President and/or Officers.
- 2) For New Member Training brainstorm and lead Orientation Events.

- 3) Both Program Coordinators will equally coordinate admissions events, and prepare materials together; both will be at the meetings with the Admissions Office (if possible) and be involved in this relationship and process.
- 4) Trainings for both positions should be communal: when a ProgramCo trains a replacement, both ProgramCos must be present.
- 5) Communicate and delegate to ensure that no ProgramCo is working significantly more or less than another.

Meetings

- 1) Co-chair the Programming Committee. Write the agenda and summarized minutes of committee meetings. Help organize and oversee committee projects. Use this space to plan events, outreach, and programming or historical documentation projects with NMTs & Historians.
- 2) At least once a semester, convene with other Committee Coordinators at the Long-Range Planning Committee (LRPC) meeting to discuss overlap in their work.
- 3) Meet with other Committee Coordinators for contributions to the institutional history documents on the OSCA server to be inherited by future OSCAs and staff.
- 4) Meet with other Committee Heads in order to collaborate on and support each others' projects
- 5) Work closely with the Nicaragua Sister Partnership Coordinator to connect them with resources and support, and to educate OSCA members about NicSis.

Materials

- 1) Read the Board Manual, and go over your job description often to ensure that you are on track with your duties.
- 2) Work with the Programming Committee to create posters, brochures, and other resources for OSCA members, prospective students, parents, and visitors.
- 3) Organize and write materials for the OSCA monthly newsletter. The Office Assistant will assist you with the publication. Each Program Coordinator should write one article per newsletter as should co-op Historians; reach out to membership to submit articles for publication.
- 4) Perform regular OSCA website maintenance to check for accuracy of content.
- 5) File Board packets carefully in a binder labeled with the appropriate semester.
- 6) Update the Drug & Alcohol Policy brochure at the beginning of each semester.

History Awareness

- 1) Research and present OSCA history and theory to the membership regularly, or at the discretion of the Board of Directors.
- 2) Be familiar with the library resources. Maintain the OSCA articles notebook, our collection of articles written in the *Oberlin Review* and other publications about OSCA.
- 3) Write at least one historical article for each OSCA monthly newsletter. Look into ways to utilize online platforms as a means of documenting history publicly and communicating history to readers of these online platforms.
- 4) Give a presentation each semester on OSCA's history to the Board of Directors and OSCA staff at the Board Retreat.
- 5) Work with DLECs, HLECs, and NMTs to disseminate historical information to every co-op throughout the school year.
- 6) Work with the Programming Committee and Co-op Historians to create cooperative history-related events for all of OSCA.
- 7) Act as a resource to elected Co-op Historians. Train elected Historians on appropriate use of available historical resources. Provide direction and resources as needed for individual co-op history projects.

- 8) As Third World Co-op and Third World Social Justice Housing Co-op are not responsible for educating the rest of OSCA about their mission, contact the TWC DLEC and TWSJ HLEC (or other relevant persons) regarding what information they would like shared with other OSCA members.
- 9) Take photographs for the OSCA monthly publication, OSCA website, and other OSCA publications.
- 10) Order new books, journals, and videos (contact Treasurer for library budget).
- 11) Gather news from other co-ops around the country and the world.

Alumni

- 1) Work with President and President-elect to coordinate Commencement Weekend Alumni Picnic and to create an Alumni Newsletter.
- 2) Maintain media relations with OSCA alumni through the OSCA Alumni Facebook page and other relevant social media.
- 3) Overall, maintain a consistent relationship with OSCA alumni to benefit current OSCA members, OSCA as an organization, and the alumni themselves (such as coordinating internships and housing with alumni for current OSCA members, informing OSCA Alumni of big issues on campus and in OSCA and requesting their assistance, et cetera.)
- 4) Work with the Oberlin Alumni Office and Career Center as needed.

Trainings

- 1) Help plan and lead all Orientation events. Reach out to OSCA account over the summer for the Orientation schedule.
- 2) Train the New Member Trainers at the beginning of each semester.
- 3) Update training documents before leaving the position.
- 4) Ensure that New Member Trainers are continuing to train new co-ops throughout the semester.
- 5) Train your successors.

Miscellaneous

- 1) Be accessible to OSCA members by phone, email, office hours, or by appointment. It is strongly recommended to schedule at least 2 hours per week of office hours with your Co, and two otherwise.
- 2) Check your email and mailbox in the OSCA office on a regular basis.
- 3) Submit the minutes or a summary from the Programming Committee to the Chair of the Board by the beginning of that week's Board Meeting.
- 4) Work with the Accessibility Committee Coordinators and the Housing Coordinator to promote education on the OSCA Drug and Alcohol Policy and provide resources to the membership for dealing with personal and community issues surrounding our drug and alcohol policy.
- 5) Write monthly activity reports and submit them to the Personnel Committee. The reports should include time spent on these activities.
- 6) Revise this job description at the end of the year.
- 7) Save all electronic files relevant to your position on the OSCA server before the end of the year.

Timeline

Open-up and Orientation

- 1) Reach out to Summer Intern/Business Coordinator via OSCA email for relevant self-education materials (Board Manual, Owner's Manual). Go through relevant materials on the server
- 2) Arrive early on campus (see Business Coordinator for arrival date).
- 3) Train co-op New Member Trainers.

- 4) Plan and execute an OSCA scavenger hunt and New Member Picnic for new members.
- 5) Take pictures of orientation events for use in the OSCA monthly publication, alumni newsletter, and for general historical documentation purposes.
- 6) Assist other all-OSCA staff with their orientation events.
- 7) Work on preparing other resources for returning members, parents, admissions, and visitors.
- 8) Participate in college Resource Fairs and organize other OSCA members to also participate.

First few weeks

- 1) Ensure that co-ops are electing historians. Get their names from DLECs or from the “Lenny”, the Google spreadsheet which details all the elected and appointed OSCA positions.
- 2) Work out your office hours (minimum 4 between both ProgramCos per week) in coordination your co.
- 3) Familiarize yourself with the OSCA library, historical resources, and Board minutes. Continue to educate yourself about OSCA and cooperative history & theory.
- 4) It is recommended that you create a zine/pamphlet and email for distribution in the co-ops with information about staff (including employees), including their office hours, names, preferred gender pronouns, duties, etc.

September

- 1) Begin filing away Board packets when the Board begins meeting.
- 2) Attend the Board retreat to give a presentation on OSCA history.
- 3) Begin working with co-op historians to help them plan projects and write articles for the OSCA monthly publication.
- 4) Consider giving presentations in the co-ops about their history, in coordination with elected co-op historians or on your own. You can use the Programming Committee to plan these.
- 5) Begin sitting on the Programming Committee and other committees you sit on regularly.
- 6) Meet with the Admissions Office to introduce yourself and lay the groundwork for your work with them throughout the year.
- 7) Ensure all new members of OSCA are trained.
- 8) Plan and publish monthly newsletter.

October (Co-op Month)

- 1) Prepare for co-op month events, possibly including Iron Chef.
- 2) Prepare for the annual NASCO Institute conference in November.
- 3) Continue to be available in the OSCA office as a resource for co-op historians, all-OSCA staff & employees, and OSCA members.
- 4) Begin outreach to Alumni if you have not already.
- 5) Plan and publish monthly newsletter.

November

- 1) Strongly consider attending NASCO. If attending, document the event with pictures and other historical documentation.
- 2) Review the holdings of the OSCA library and consider making purchases with the library budget to expand its offerings.
- 3) Conduct research online and elsewhere to learn of news from other co-ops around the country and the world. Document this history, especially if it relates to OSCA.
- 4) Ensure co-ops elect New Member Trainers for the following Spring.
- 5) Plan and publish monthly newsletter.

February

- 1) Ensure all new members of OSCA are trained.
- 2) As in September, ensure that co-ops are electing Historians, consider making presentations to all of the co-ops, and work out your office hours for the semester.
- 3) Help acquaint your newly appointed ProgramCo with the position and its duties.
- 4) Write and solicit articles for the Alumni Newsletter.
- 5) Communicate with the admissions office about All-Roads events.
- 6) Look back on fall semester. Consider documenting any historical events that occurred.
- 7) Plan and publish monthly newsletter.

March

- 1) Submit OSCA admissions events to Oberlin College (the Business Coordinator will send you the proposed schedule from the college when it is time).
- 2) Work on putting together the annual Alumni Newsletter. Work with co-op NMTs and Historians, Committee heads, and all-OSCA Staff in general for articles, pictures, and materials to include. Consult Treasurer and Financial Manager on how to solicit Alumni donations and other support.
- 3) Continue to document history as expected in previous months.
- 4) Plan and publish monthly newsletter.

April

- 1) Plan and publish monthly newsletter.
- 2) Finalize the Alumni newsletter and submit to the Financial Manager.
- 3) Revise the New Member Trainer job description; ask co-ops to elect New Member Trainers for the fall after the lottery.
- 4) Appoint and begin to train your replacement.

May

- 1) Finalize and disseminate the annual Alumni Newsletter.
- 2) Organize Alumni Picnic!
- 3) Continue to document history as expected in previous months.
- 4) Update materials on the server.

General Advice

- There is a list of past Education, History, and Training Coordinators on the OSCA server and in the Education binder – use them as resources if and when you need help.
- Remember – you are part of a team; communication and reliability with your co and other all-OSCA staff are key.

Approved by the Personnel Committee