

Magic Valley Gem Club Education Chairman job description:

Note: No individual member may encumber, commit, charge, or in anyway make the club liable for any cost, fees, charges or other indebtedness without prior approval of the Club's Majority vote at a meeting. All expenses are solely the responsibility of the individual making the purchase.

**Job Title Magic Valley Gem Club Educational Chairman**

Reports to: Club President and Executive Board

Job Overview: Oversee the Educational programs of the Club presented to Schools, Libraries and other requested or sponsored events... You will have a Committee of members from various locations.

Duties:

- Collect and maintain at least 4 different displays of differing types or kinds of items stored in sets and ready to be checked out for display at Public Libraries.
- Organize a school presentation dealing with rock and gem. (Gold panning)
- Collect and maintain at least 4 different displays of differing types of rock related materials placed in the 6 kits to be checked out for use as part of a school or organization presentation.
- Organize a committee of Club Members willing to present a program to the Schools in their areas.
  - This will divide the Magic Valley and Wood river Valley into at least 9 zones.
- Each Educational specialist will receive training from the Education Chairman in the following areas.
  - How to contact Schools and Libraries...
  - Sample letter of introduction included.
  - Maintain a written list of collected materials in each Kit, with available posters and visual aids for a presentation.
  - Maintain a written outline of the presentation which goes along with each rock kit.
  - Help them become proficient and comfortable in giving the presentation
  - Ensure a high level of quality information is being given out.
- Upgrade kits as necessary. (Ask for needed items or ask to purchase item via Executive board.)
- Keep yourself and all presenters happy with their experience.
- Bring to the Executive Board any problems or situations which arise, both good and bad, so positive solutions can result.
- Make a mailing list of local Schools to mail to each November. Insure letter of introduction is sent and proper contact information is included.