

Role of OLLI at DU Hosted Facilitators/Instructors

Definition: A Hosted Facilitator/Instructor is one who is able to run their own course on the Zoom platform with minimal to no assistance from the assigned OLLI at DU staff.

Roles:

OLLI at DU Staff will:

- Schedule recurring Zoom meetings for the course

- Secure Class Assistant (if possible) and introduce to facilitators

- Send out initial email to all course members with link to Zoom registration for the course

- Send out reminder emails to members each week containing member's invitation to Zoom class

- Create the rosters for the course for both the Facilitator (with contact emails for members) and Class Assistant (just names; no contact info)

- Provide training to facilitator on using Zoom to conduct their class

- Provide training to Class Assistants for admitting members at beginning of each class

- Open the Zoom room each week and be available to assist facilitator with management of the class

Hosted Facilitator/Instructor will

- Attend trainings to learn how to facilitate using Zoom

- Learn how to share screen (if desired for showing videos and sharing powerpoints)