SEKC Class Coordinator Responsibilities

* Arrange volunteer instructor to teach classes congruent with SEKC’s policies and mission statement
* Set up regular sessions of classes based on annual planning in January. We will try to have four session per year- Winter Session starting near the end of February, A Spring Session starting in May, Summer Session in July and a Fall Session starting in September.
* Decide what classes will be offered for each session
	+ Based on club need
	+ Based on instructor availability
	+ Highest need is fundamentals 1 for dogs over 5 months with no experience in training.
	+ Second highest need is for puppy class (up to 20 weeks)
		- We have two AKC certifiers currently (Can do CGC, STAR puppy, Urban CGC)
			* Tammie Smart and Hollie Gonseth
			* Maggie Pearson is planning to get certified in Jan 2018
			* The club pays for their certification
	+ Need to offer classes for competition for members around the time of our trials. Usually we offer Conformation every session, Obedience for competition in the spring or summer before our trials and agility competition before our trial.
	+ Otherwise classes are a good money maker for our club and should focus on pet classes.
* Organize the schedule and get on the website as early as possible.
* Set a deadline for registration to end prior to the start of class-this allows for classes to fill up BEFORE class starts. And for everyone to get in all their paperwork.
* Ensure all students have in vaccinations records, release of harm form signed, payment.
* Separate all the handler/dog profiles by class and give to instructors if they want them.
* Compile a list of the students for check in, post it at the clubhouse before class starts .
* Ensure name tags are at the club.
* Send out survey monkey if so desired to evaluate classes.
* Plan next session as soon as one session is completed.