**FOSTER WEBCAST COORDINATOR JOB DESCRIPTION**

**Position Overview:** This position is responsible for scheduling, promoting and organizing the logistics for monthly interactive foster webcasts. The foster webcast coordinator is responsible for discussing appropriate speakers and topics with the foster team, contacting, scheduling and confirming speakers, organizing information about each webcast on the spreadsheet, promoting the webcasts with fosters online and making sure fosters have access to webcast recordings afterward.

**Responsibilities:**

* Discuss appropriate topics and guest speakers with foster team.
* Email potential guest speakers to invite them to speak using [this template](https://drive.google.com/file/d/15EeyRxEAhbip2_x7NbKH0dCLnWPNKNjH/view?usp=sharing).
* Confirm guest speakers and send them calendar invitations with a link to online meeting.
* Create Google Form RSVPs and a graphic for each webcast.
* Track information about webcasts, including attendee numbers, links to recordings, upcoming webcast blurbs, etc.
* Promote webcast via Facebook events and posts within the foster Facebook group.
* Maintain and update webcast protocols and canned emails.
* Respond to inquiries about foster webcasts.
* Comply with volunteer protocols.
* Log volunteer hours on(location/app).

**Required Skills:** Enthusiasm and good people skills. Ability to communicate effectively orally and in writing. Proficiency with the Google suite (Gmail, Google Docs, Google Spreadsheets, Google Drive, Google Groups) and several different online meeting apps (Zoom, Google Hangouts, etc.). Internet, email, and phone access. Positive, team-oriented, and helpful attitude.

**Preferred Skills:** Management experience or other experience related to project management. Experience with the foster program and/or the foster application process. Foster experience.

**Time Commitment:** Average of 2-4 hours per month, including webcasts.

**Reports To:** (person’s title)

**Foster Webcast Host Zoom Guide**

1. The host and guest speaker(s) should log into the meeting 10-15 minutes before the meeting starts to check technology.
2. When you log in, ‘mute all’ and then press ‘continue’ to allow participants to unmute themselves.
3. Rename yourself by hovering over your name in the participants area and clicking on ‘rename’.  Assign yourself the name of ‘Webcast Host – (name)’
4. The host should make all guest speakers co-hosts.
5. Once people start to arrive enter these messages into the chat area (Note that those who arrive after you’ve put this in the chat won’t be able to see it, so you may want to post it more than once):

Welcome! Our webcast will begin at (time)

* While you’re waiting for the presentation to start, please check that your audio is working. Click on the ‘unmute’ icon in the bottom left corner of your screen, and then ‘audio options’. When the pop up appears, choose audio options and test your mic & speakers.
* Check to make sure your video is working too. You’ll see an icon for ‘start/stop video’ that you can click on to set video options.
* Lastly, click on the chat button and say hello to me so that I know your chat is working.  You’ll be able to communicate with me, but not your fellow attendees in the chat.
1. Ask presenter to share their screen and display the first slide.
2. Answer any logistical questions as attendees come in before the it starts.
3. At (time), (Host) says:
	* Hi everyone, I’m (name) the (title)
	* Today’s presentation will include around 20 minutes about \_\_\_\_\_, followed by time for Q&A.
	* Before we get started, let’s go over a few housekeeping items. We’ve muted your microphone, so that everyone can hear our speaker.  Once they’re done with their presentation, we’ll have plenty of time for questions and answers.
	* There are two ways you can ask questions- either by raising your hand to ask the question or typing your question in the chat area. You can raise your hand or type your question or questions whenever you have them. We’ll call on you and/or read questions after the presentation is done.
	* Our presenter is (name and title) and they’ll be discussing (topic).
4. (Speaker), thanks for joining us!
5. (Speaker) starts presenting
6. During session:
	* Answer logistical questions
	* Keep track of who raises hand, and who raised them first, second, etc.
7. Start Q&A when speaker is done. Read questions aloud for guest speaker. Pay attention to whether people are raising their hand. If they are, ask them to unmute themselves and then speak. Read the questions posted in the chat aloud for the speaker to answer.
8. At end of session:
	* That is the end of the presentation, thanks to all of you for sharing this evening with us.
	* Next week we’ll be hearing from (name and title) about (topic). Get your questions ready!
	* Thank you for coming!

[Attendee Controls in a Meeting](https://support.zoom.us/hc/en-us/articles/200941109-Attendee-Controls-in-a-Meeting)

Foster Webcast

Scheduling and Promoting Procedures

Scheduling

* Send template email to potential guest speakers
* Confirm speaker participation, topic and date & time
* Enter webcast information on Q & A spreadsheet
* Create Google form RSVP. Consider whether you’d like to add a question soliciting ideas for future topics. Paste link into spreadsheet.
* Create link to online meeting and add to spreadsheet.
* Send calendar invite to speaker and foster coordinator. Include link to meeting.

Promoting

**Pre-Prep**

* Create graphic in Canva. Double check the information on the graphic for accuracy.
* Fill out Upcoming Q & A Foster Sessions Blurbs document (for ease of posting for foster team)
* Create Facebook event in shelter’s foster group. Add link to spreadsheet and to Upcoming Q & A Foster Sessions Blurbs document.
	+ Double-check all links!

 **Scheduled Prep**

* 1-2 Days before
	+ Post Canva graphic with meeting reminder in foster Facebook group
* Check RSVPs to assess interest and the need for more promotion
	+ If you’ve asked for ideas for upcoming topics, add any new submissions to the Ideas tab on the [Potential Guests Contacts and Ideas](https://docs.google.com/spreadsheets/d/1s0b4iB2zyOgnLPupnC2csAi0AZPDp4xOyqsQkhHpUtw/edit?usp=sharing) spreadsheet.

 **During Webcast**

* Record the presentation
* Introduce the guest speaker
* Help guest speaker organize questions aloud and in chat
* After the Q & A, let everyone know about any upcoming webcasts before signing off.

**After Webcast**

* Within 24 hours
	+ Upload recording to Google folder and/or YouTube
	+ Add link to recording on spreadsheet
	+ Add attendee list and RSVP list to the attendees tab on the spreadsheet
	+ Fill in any blanks on the webcast’s row that are needed (# attendees, etc.)
	+ Move webcast information from the Upcoming Foster Webcast Blurbs tab to the Previous Sessions tab.
	+ Post a link to the recording in the foster Facebook group

**Guest Speaker Email Template**

Hi,

I’m working with the foster team to schedule their weekly webcasts for foster caregivers, and they mentioned they’d love to have you as a guest. The webcasts are usually about 60 minutes long (but they don’t need to be this long), and we’d love it if you could do a 20 minute tutorial on your topic and give fosters an opportunity for some Q & A afterward.

Guests can choose the day and time of their webcast, and the online venue (Google Hangouts, Facebook Live, Zoom). You can see an example of one of the sessionshere (add link). We have openings for the following weeks:

Please let me know when you might be available to be a guest on the webcast and the topic you’d like to discuss. We really appreciate your help with this!

(Volunteer Name)

**Attendee Sign-up Google Form Template**

