Zoom Coordinator Job Description

I. Purpose
The Zoom Coordinator's primary responsibility is to enable the Meeting to gather to meet/worship online.

II. Term length
It is hoped that the Zoom Coordinator (ZC) will serve two years. This term is thereafter renewable on a year to year basis.

III. Desirable Qualifications

The ZC must have the skill set, and be available, to serve as Zoom Host at least one Sunday worship hour a month.

The ZC should be comfortable with computer-based programs, and able to teach those unfamiliar with the Zoom program.

The ZC needs to be able to communicate in writing the steps necessary to successfully perform the duties of a Zoom Host, as set forth in the Zoom Host Instruction Guide.

IV. Responsibilities

The ZC schedules Zoom Hosts to serve during all Meeting activities on Sundays: Meeting for Worship, Meeting for Business, Third Sunday afternoon programs, and as needed. During the week preceding their assigned Sunday, the ZC reminds each Zoom Host that they are scheduled to serve as Zoom Host on the upcoming Sunday.

The ZC manages the Zoom calendar. When a committee or group wants to meet via our Zoom room, they request the time from the ZC who will put it on the Zoom calendar or report back that the time slot is not available. It can be helpful in this situation to let the requestor know who already has the room, as it is often the same group, just with a different name from a different member of that group.

The ZC updates the Zoom Host Instruction Guide, trains new people on how to serve as Zoom Host, stays current on changes/updates to the Zoom program, facilitates Meeting's payment on Meeting's Zoom account, and serves as the contact person regarding questions and comments about Meeting's Zoom program.

Approved 11/13/22