Academy of Life Long Learning (ALL) Volunteer Positions – Need YOU!

Advisory Council Roles

Chairperson
Time Commitment: Monthly Meetings & as needed

The Advisory Council Chairperson coordinates and facilitates the Advisory Council meetings to solicit ideas, set goals and objectives to be implemented for the benefit of the Academy of Life Long Learning (ALL) program and oversees committee activities to completion.

Information Technology Chairperson
Time Commitment: Monthly Meetings & as needed

The Advisory Council Information Technology Chairperson, manages ALL’s social media presence, designs and implements technology answers for the instructor proposal submission process and is the liaison to Lone Star College’s information technology (IT) department on IT matters that involve ALL.

Outreach Chairperson
Time Commitment: Monthly Meetings, Community Presentations, Social Media maintenance, & as needed

The Advisory Council Outreach Chairperson, works with the Program Manager to advertise the Academy of Life Long Learning (ALL) program in various media, coordinates the distribution of each semester’s catalogs and markets the ALL program to the 50+ Adult communities in the Montgomery County area.

Secretary and/or Treasurer
Time Commitment: Monthly & as needed

The Advisory Council Secretary/Treasurer records, in writing, an accurate accounting of the discussion of each of the Advisory Council meetings and keeps track of the financial expenditures of the Academy of Life Long Learning (ALL).

Council Member
Time Commitment: Monthly & as needed

The Advisory Council Member provides input to the Advisory Council to help foster the Advisory Council’s agenda of guidance and oversight to the Academy of Life Long Learning (ALL) program.

Curriculum Committee Roles

Chairperson
Time Commitment: Monthly & as needed

The Curriculum Council Chairperson coordinates, facilitates and oversees the activities of the Curriculum Committee of the Academy of Life Long Learning (ALL) whose task it is to bring class proposals from submission to fruition in the Academy of Life Long Learning (ALL) program, and to provide input to the Advisory Council.
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Member

Time Commitment: Monthly & as needed

The Curriculum Committee Member provides input to the Curriculum Committee to help foster the presentation of topics in the Academy of Life Long Learning (ALL) program.

Volunteer Desk

Volunteer Coordinator Chairperson

Time Commitment: Monthly Meetings & as needed

The Volunteer Coordinator Chairperson organizes the staffing and activities of the volunteers of the Academy of Life Long Learning (ALL) Volunteer Receptionist Desk, distributes volunteer inquiries to the appropriate person and provides input to the Advisory Council.

Volunteer Desk Receptionist

Time Commitment: As needed & available

The Volunteer Desk Receptionist assists students and instructors with logistical issues to help their Academy of Life Long Learning (ALL) classroom experience run smoothly; and assists the ALL Program Manager with clerical duties such as filing, proofreading, computer input etc. as requested.

Open House Roles

Open House Chairperson

Time Commitment: Monthly Meetings, then as needed during Open House Season

The Open House Chairperson facilitates and oversees the hosting of the semi-annual Academy for Life Long Learning (ALL) Open House, and provides input to the Advisory Council.

Volunteer Open House Assistant

Time Commitment: Open House Only

The Volunteer Open House Assistant helps to facilitate the preparation, set up, operation and clean-up of the Academy of Life Long Learning (ALL) Open House venue at the direction of the Open House Chairperson and/or their designee.

Instructor

Volunteer

Time Commitment: 2 hours per class

Share your enthusiasm and expertise in subjects important to you. You have a lifetime of knowledge and becoming a volunteer instructor allows you to teach others about what is near and dear to your heart.