

# Zoom Volunteer Job Descriptions

## Channel Host

A Channel Host must have a Zoom Pro account and a reliable internet connection. They will be assigned a “channel” (1 thru 6) on which they will host a series of five V-IATC classes. They will create a single “meeting” and provide the link, which will serve as the single login link for all V-IATC classes taking place on that channel throughout the day. On the day of V-IATC, they will start the meeting prior to the first class start time; monitor and manage the waiting room; ensure each instructor gets logged in early, and assist the instructor with any technical difficulties; and provide other needed assistance to instructors, such as monitoring chat, passing on questions, and sharing links and documents in chat for the instructor. *Many of these duties will be shared with Co-Hosts and Tech Assistants, so that no single person must perform all the duties all day.*

## Channel Co-Host

A Channel Co-Host need not have a Pro account, but must be experienced using Zoom. They will log in to their assigned “channel” and be named “Co-Host.” They will share all technical duties described under Channel Host. The Host and Co-Host may work out a schedule to give each other breaks during the day, or (for example) to allow one to take a class on another channel during the day. They will ensure the channel stays active and all technical support duties are carried out throughout the day.

## Tech Assistant

A Tech Assistant will be assigned a class or classes for which to serve as additional support to the channel hosts. They will log in prior to the class and be given co-host status, so they can monitor and admit people from the waiting room, monitor chat, share links and documents in chat if the instructor has requested it, and assist in any other way needed. They should be familiar with all Zoom functions, including (for example) creating and launching polls, if the instructor wants to use this feature.

## Would you like to volunteer? Choose your assignment:

- Channel Host or Co-Host is an all-day commitment, although you may schedule breaks with your co-host, and there is break time between classes. Channel Host must have access to a Zoom Pro account that can host an all-day meeting.
- Tech Assistant may work for a single class, or multiple classes, depending how many volunteers we get. You may request a specific class or channel if you wish.

Please contact Master Didi Goodman to volunteer: [didi.goodman@cuongnhu.com](mailto:didi.goodman@cuongnhu.com)

Thank you for your commitment and dedication!