



COORDINATOR INFORMATION

from the Coordinator Development Committee

(Almost) Everything You Wanted to Know About Becoming an OLLI Coordinator

Coordinating a study group at OLLI is an enlightening, fulfilling and fun experience you may want to consider as a member of the OLLI learning community. If you're curious and enjoy collaborating with all kinds of people, coordinating a study group at OLLI could be right for you.

Coordinators at OLLI come from a wide range of backgrounds, interests, and experiences and there's no need to be an expert about the subject of the study group you're coordinating. You just have a thirst for expanding your knowledge on the subject you've chosen. You're not an instructor or a teacher; rather you're someone who can get members engaged in interactive conversations that are enlightening and thought provoking.

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Best of all, OLLI members who are interested in becoming coordinators will have the training and support they need from the Coordinator Development Committee, as well as from their co-coordinators (all new coordinators are teamed with an experienced coordinator for their first study group). Additional coordinator exclusive events are provided every year where coordinators can enhance their skills and share experiences with fellow coordinators. And there's a fun event at the end of the academic year where coordinators can celebrate together.

For more information on becoming an OLLI coordinator, and to learn ways of finding or obtaining support for developing your idea into a study group to co coordinate, please email John Doherty (Chair of Coordinator Development) at: jdoherty27@comcast.net

What characteristics do you need to be an effective coordinator?

While no two coordinators are alike, they all have similar strengths:

- They practice the OLLI way—positivity, patience, kindness, and respect—and enjoy interacting with people of diverse backgrounds, abilities, and experiences
- They are enthusiastic, active listeners and can read emotions and group dynamics
- They are well organized and work well with others to transform an idea into a rich learning experience for members
- They create a welcoming environment and make sure all voices are included in all discussions
- They understand how to manage any tension or disruptive behavior
- They seek out the wealth of resources, tools, and assistance available such as templates, Augusoft, myolli, supplemental materials and classroom technology