



## Class Assistant Volunteer Job Description

Tilth Alliance is looking for volunteers to assist with our adult educational offerings in the coming year. These classes are geared towards beginning to intermediate gardeners and focus on various topics related to urban food gardening, permaculture and sustainable landscapes, food preservation and raising urban livestock.

The class assistant will help the instructor to set up and take down the class, help students check-in and assist the instructor with activities during the class as needed.

Most [classes](#) are offered on weeknights (Tuesday through Thursday) and Saturdays, at our [learning gardens](#) in north and southeast Seattle, and in Kirkland. Additional classes are scheduled at various locations throughout the city and other parts of the county.

We are looking for volunteers who can commit to volunteering at 2-3 classes per quarter and ideally commit to this volunteer position for the whole year. **Potential volunteers are required to attend a one-hour training, typically scheduled in January and February.**

Specific job duties are as follows:

- Set up A-frame signs or post signs to help people locate the class. Remove signs at the end of class.
- Construct and disassemble teaching area including setting up tables and chairs, handouts and other visual aids. Help instructor to prepare supplies and tools for the hands-on activities.
- Welcome registrants as they arrive and check them in on the class roster. Help people locate the class before the class begins or once it has started.
- Answer general questions from class participants about the class or Tilth Alliance.
- Pass out class evaluations and collect at end of class.
- Assist instructor with cleaning up hands-on activities after class has finished. This could include washing dishes, cleaning tools, watering garden beds, etc.

The class assistant should plan to arrive an hour prior to class time to help the instructor set up the site. Once the class is finished, the assistant will help with clean up and take-down. Some classes take longer than others to break down, but please plan to stay for up to an hour after class if needed.

Ideal candidates for the class assistant position will be reliable, friendly and helpful, with some familiarity with Tilth Alliance and its offerings. There is a good amount of physical work involved with set up and take down so the assistants must be able to bend, lift and carry up to 25lbs.

Contact [volunteer@tilthalliance.org](mailto:volunteer@tilthalliance.org) for more information.