



Local MusicLink Coordinator Job Description

- Participate in training session to familiarize yourself with procedures and website use
- Promote MusicLink through newsletter articles and personal sharing at local organization meetings.
- Encourage teacher colleagues to get involved in the program
- Serve as a resource to fellow teachers--answering questions, helping them register, etc.
- Help find teachers for nominated students from among colleagues, if possible.
- Encourage your local organization board to waive local program fees for MusicLink students.
- Keep State or Regional Coordinator updated on local activities
- Relay any MusicLink Foundation news sent from State/Regional/National Coordinator to local MusicLink teachers
- Recognize local MusicLink teachers whenever appropriate

For more information or if interested in volunteering to coordinate MusicLink in your local organization or community, please contact Director of Coordinators, Sue Wege, sue@musiclinkfoundation.org or info@musiclinkfoundation.org.