

Monitors are WAS-H members who have successfully taken the Monitor Training Class where they learn to correctly perform the duties below to insure a smoothly running class and the safety of class participants and our building. This allows the teacher to concentrate on leading the class and assisting students. Upon successful completion of training, monitors receive the current code number to enable registration as a monitor. For those classes that need a monitor, the registration fee is discounted 50% of the usual fee. Monitors are allowed to act as a monitor twice per semester, to allow other trained monitors the opportunity to take part.

The duties of a Monitor are as follows:

Before Class:

- Arrive 30-45 minutes before class. This includes time for monitor to set up his/her workspace and other duties, while being available to admit students. Arrival time could be less for a 1:00 class when the gallery is already unlocked.
- Unlock both external security gates
- Admit students at front door if class begins outside normal gallery hours
- Start coffee
- Mark attendance and hand out nametags (if provided)

During Class:

- Assist teacher with AV equipment
- Know wifi access codes
- If needed, remind attendees not to disrupt class with talking, etc.

After Class:

- Return classroom tables and chairs to regular set-up (or recruit helpers)
- Lower shades
- Make sure upstairs emergency exit is free and clear (including chairs)
- Check AV equipment: Use the controller with the screen to shut down the AV equipment. Do not manually turn off equipment in the rack. Set the controller back on the charging station (small green light will flash).
- Clean up kitchen after class: remove food, wipe counters, unplug coffeepots, clean pot and filter basket
- Empty trash cans if they contain food or if more than half full. Replace trash bag liner (located in cabinet under refrigerator).
- Turn off lights

If you are the last class/workshop of the day:

- Lock both external security gates
- Make sure front door is locked
- If it is after hours, don't leave anyone behind in the building (except teacher).