THE BRITISH COLUMBIA PLAY THERAPY ASSOCIATION

Play Café Coordinator
Education Committee Member

Role:

- With input from BCPTA committee and board members, inviting speakers to present a Play Café which are 1 ½ - 2-hour presentations and community connecting events.
- Liaising with and supporting presenters with the Play Café
- Providing information about the presentation to the Admin Coordinator and to the Marketing Coordinator for marketing
- Coordinating the roles for the Play Café (land acknowledgement, introduction and housekeeping items, tech support, chat moderation, breakout room coordination (if needed), and closing remarks).
- If event is online, send Zoom link (provided by Admin Coordinator) to presenter
- Arranging venues for Play Cafés
- Assisting in welcome and introduction at Play Cafés and thanking presenters for sharing their knowledge with us
- Attending Education Committee meetings in the evening (approximately every 6 weeks from September - June)
- Committee members are invited to attend board meetings however this is not a requirement of the role. Board meetings are in the evening and there are approximately 4-6 meetings from September – June

Time commitment: 1-2 hours per month plus meetings and your attendance at workshops would be appreciated (schedule permitting) in order to help out with some of the responsibilities of the day. Attendance at Play Cafés is expected.