

**7th Michigan Volunteer Infantry, Company B, Inc**  
**JOB DESCRIPTION**  
**(September 2011)**

TITLE: EDUCATION DIRECTOR

PURPOSE: To coordinate and schedule educational programs for schools and community groups

AUTHORITY: Appointed by the president

TERM: 1 year

DUTIES:

1. Be the primary contact for program requests
2. Schedule and coordinate educational programs with schools/community groups
3. Request donations as appropriate for activities
4. Report monthly to the board on progress/needs/financial needs