



RAFIKI
FOUNDATION

Rafiki Institute of Art Dean

Responsible to: Rafiki Institute of Classical Education (RICE) Dean

I. **Duties and Responsibilities Rafiki Institute of Music**

- a. Oversee all activities conducted in the Institute of Arts (RIA)
- b. Sends monthly reports to the RICE Dean and Village Administrator.
- c. See that all courses are taught according to instructions given by Home Office.
- d. Outfit building to accommodate courses given.
- e. Maintain supplies as needed.
- f. Work with RICE Dean to schedule class times.
- g. Work with RICE Dean regarding number of students.
- h. Account for expenditures.
- i. Determine evaluation process
- j. Award certificates for qualified students

II. **Widows Program**

- a. Liaise with Home Office and Partner Denominations regarding the Widows Program.
- b. Give Home Office orders to widows leaders to fill.
- c. Select handicrafts that qualify and pay widows' leaders.
- d. Report inventories and communicate with Home Office Exchange.
- e. Manage all shipping details together with Village Administrator.
- f. Determine handicrafts to be taught
- g. Select widows to be taught basic art courses

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