Administration Captain

Overview

The Administration Captain is responsible for all communication materials associated with the training. Working closely with the Sponsor and the Team Captain, the Administration Captain performs a wide array of clerical support tasks. As with all team roles, the Admin Captain must have completed the TL Training (or its equivalent), or another GAP (or equivalent training).

As Administration Captain, you make sure that the team and participants are well-supported with all the information they need. You are the key for ensuring that all communications and training-related materials are created on time and with quality.

From day one to the start of training you will be working closely with the Sponsor and the Team Captain to produce team member T-Lab Workbooks at the start of the first team meeting (if the Sponsor and Team Captain choose to use them), and set-up the team communication base, update team and participant rosters, and make sure all printed training materials are ready such as the check in sheet, feedback forms, nametags, etc. During the training, the Administration Captain is on-site but has few tasks.

Commitment

Beyond the arena of character, you will be asked to commit to the following:

1. Attend all team meetings and any Intro to Transformation Workshop.
1. Be prepared for all meetings and the training, including any homework and paperwork.
2. Participate in weekly team coaching calls.
3. Enroll other individuals to the team.
4. Enroll and register participants to the training.
5. Make confirmation calls.
6. Pray regularly for the team, the Trainers, the participants, and the training.
7. Be a witness.
8. Create value for the team.
9. Do what it takes to accomplish the vision.

Responsibilities Before TL

The Administration Captain works closely with the Sponsor and the Team Captain in the production and dissemination of all written and communication materials, including the following:

1. Nametags for every participant, team member, trainer, and any approved guests
2. Registration Check-In sheet for participants
3. Training workbooks (provided by GAP – ensure they have been received)
4. Team and participant rosters
5. Coordinate with the Sponsor to update the participant's Confirmation Packet, and email every confirmed participant their packet within 24 hours of being notified of their registration by the Sponsor.

6. Send the Director of Communications (marla@gapcommunity.com) and the GAP Admin (janelle@gapcommunity.com) the Team Roster with first name, last name, address, phone, and email of the team members the day after the first team meeting.
7. Prior to the training and for the training, you will need the following documents **UPDATED/EDITED** to match your training info and printed. All of these documents can be found under the Admin header of the gapcommunity.com/TLresources page:
    - Participant Feedback Forms (# of participants + 5) **Requires editing
    - Team Process Feedback Forms (# of team members + 2)

    ***Make sure the Trainer gets these from team members by day two of the training*
    - Team Coach Feedback Forms (# of team members +2)

    **Make sure the Trainer gets these from team members by day two of the training
    - Registration Check In Sheet for Participants (2)

Responsibilities During TL

1. Make sure that all nametags are spelled correctly and placed out on the registration table.
2. Have the participants' information (name, address, phone number, and email) at registration to double check for accuracy as they are first arriving.
3. Have the TL Workbooks ready to hand participants as they walk in. along with the pen also sent by GAP.
4. Address any situations that arise appropriate to the administrative arena.
5. Make sure you have direct and easy access to a printer should you need to reprint a nametag or feedback form, etc.

Responsibilities After TL

1. Make sure that the following materials are emailed to marla@gapcommunity.com and Janelle@gapcommunity.com by the last the day of the training or if absolutely necessary, no later than 12pm PST the day after the conclusion of the training:
    a. Roster with all of the following information in these specific divided columns for participants (***IN EXCEL FORMAT***)

    --- please only use the template provided on the www.gapcommunity.com/TLrersources page under the Admin header