

ADMINISTRATION CAPTAIN

Overview

The Administration Captain is responsible for all communication materials associated with the Fusion Workshop. Working closely with the Sponsor and the Team Captain, the Administration Captain performs a wide array of clerical support tasks. As with all Core Team roles, the Administration Captain must have completed the Awaken training (or its equivalent) prior to being on the Core Team.

Because of the volume of work entailed in this position, the Administration Captain may, if needed, choose two people at the First Team Meeting to serve as his or her Administration Assistants. 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 Fusion-related materials are created on time and with quality.

From day one to the start of Fusion you will be working closely with the Sponsor and the Team Captain to produce team invitation letters, team packets, flyers, etc. During Fusion, 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 information meetings.
1. Be prepared for all meetings and the Workshop, 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 Fusion Workshop.
5. Make confirmation calls.
6. Pray regularly for the team, the Trainers, the participants, and the Workshop.
7. Be a witness.
8. Create value for the team.
9. Do what it takes to accomplish the vision.

Responsibilities Before Fusion

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. Team invitation letters
2. Team notebooks
3. Flyers and announcements for info meetings (locations, dates, times, maps)
4. Baskets for each couple in the Workshop
5. Nametags for every participant, team member, and facilitator
6. Confirmation call materials and forms
7. Seminar forms (homework and handouts)
8. Team and participant rosters
9. Participant Packets (Day 3)

Responsibilities During Fusion

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 any printed homework ready to go when the Facilitators ask for it.
4. Address any situations that arise appropriate to the administrative arena.

Responsibilities After Fusion

1. Make sure that the following materials are emailed to the GAP Director of Communications the day after the conclusion of the training:
 - a. Group Photo
 - b. Roster with all of the following information in these specific divided columns, for both team members and participants:
 - First name
 - Last name
 - Preferred phone
 - Email
 - Address