

Core Team Guide

You will undergo a **2 week trial** in which you are required to complete tasks and prove your ability as a core team member. Each member has an area they must focus on. During these 2 weeks I will teach you how to correctly manage these areas. Remember that you are not official members until the internship is over.

If there are any users I believe are **not ready for the position**, they will not join as an official team member by the end of the 2 Weeks. I selected each of you because I believe you are all capable of managing each track effectively. If you are not comfortable with the possibility of being declined a position I recommend you drop out of the internship now. If you believe you are capable of dedicating some time and effort into this project then I urge you to work at your full potential and excel in all that you do.

Even if you are selected as an official Core Team member - you can be subject to **removal** at any time. Always remain **respectful** to one another, if there is ever any problems or conflict you come to me immediately. I do not want a single member of the core team to get involved in or cause heavy drama/conflict - **you are all representatives of Gamer Outreach**, please behave in a **professional** manner. Communication is key, always communicate with me and with one another. We are a team. Any personal conflict or history with other members of the team must be put aside in order for us to work efficiently. Any conflict or disagreement within the team should not be revealed to the public - we cannot risk such a poor image representing our project.

Core Discussion Manager

As a Discussion Manager you are required to **review and approve** new discussions and help manage the **weekly discussions**. Discussion writers will regularly submit new discussions. I will provide you with a google docs containing new discussions and you must adjust the formatting and review the content. If the discussion that is submitted is up to standard then you are required to transfer the discussion on to our current discussion plan. You are also required to **create discussions** of your own to make sure our hosts never run out of discussions to do. You are to pair up co-hosts and keep track of the discussions. Users will come to you if they have questions about the discussion schedule or discussion plan. You are expected to be knowledgeable about the chatroom and discussion requirements.

Core Forum Manager

As a Forum Manager you are the head of **Forum Quality Control**. You are to **review** every single new forum thread posted and ensure that they are up to standard. Users are to send forum drafts or ideas to you through Google Docs for you to review. Any informative post must include references, and should not be opinionated. Please encourage writers to use paragraphs, subheadings and colours. You are to also **manage the tag list** and provide this tag list to forum writers.

You are required to keep track of these forums on the dashboard. Forum writers will come to you if they have any questions. If there are any forums that require editing or deleting feel free to contact me as I'm a forum moderator.

Core Feed Manager

As Feed Manager you are required to keep the feeds regularly **updated and relevant**. You are to maintain **feed quality** and ensure that all feed writers understand their role and requirements. If there are any questions about the feed, the users will contact you. You are required to **create new hashtags** and decide which users **manage** which hashtag.

You are required to keep track of these hashtags on the dashboard. As Feed Manager your first job is to create a minimum of **3 new hashtags**. Your second requirement is to divide these hashtags and **find people to manage each hashtag**.

Core Head of Contact

As head of contact you are in charge of the **messenger team**. You are required to **relay messages** back and forth and **guide all messengers**. This means you are required to get in contact with Members, Adult listeners and Teen Listeners. It is your job to make sure all messengers are actively participating and performing to the full potential. You will get a regular list of Adult, Teen and Adult/Teen listeners, and members. It is your job to **divide these lists** and decide which messenger delivers which messages.

It's recommended that one messenger focuses on the Members, one focuses on the Adult listeners and the other focuses on Teen Listeners. As head of contact your first job is to group up with these messengers and decide which messenger will focus on which group.