

BASICS TEAM TEAM LEADER

POSITION SUMMARY

Basics Team Leader

The Basics Team Leader will lead a group of team members that will be responsible for our entire Production Basics Training process, including scheduling, hosting training nights, and leading new volunteers effectively through the process.

RESPONSIBILITIES

The Basics Team Leader will:

1. Be the point person for every aspect of the BASICS Training Process. (BASICS 101, 102, 103, Team Assignment)
2. Work with Video Coordinator on pushing people through the Training Process.
3. Monday Night BASICS 102 Experience:
 - help with making sure all veterans and new volunteers are scheduled.
 - be the point person for BASICS Hosts
 - make sure all BASICS Hosts are trained to know host a Monday night.
 - contact Veterans in advance of Monday night to make sure they are informed on who they are training and how to prep.
 - makes sure that every Veteran checks-in and wears their name tag
4. Help contact new volunteers to make sure they are fully informed about Monday nights and have clarity as they work through the BASICS Training Process.