



# breakthrough

## JOB DESCRIPTION

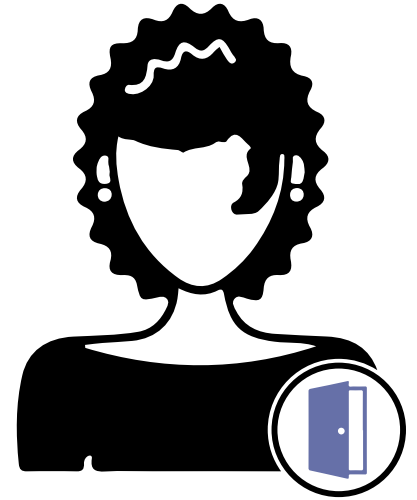
# Doorkeeper

## Purpose

The primary purpose of doorkeepers is to create a courteous atmosphere outside the training room while protecting the privacy of the participants inside the room.

## General Description

The doorkeepers are individuals posted outside the training room door. Individuals filling this role must possess maturity as well as the ability to keep unauthorized individuals from entering the room and unnecessary distractions from interrupting the training. Shifts for doorkeepers usually run around 2-4 hours in length. All doorkeepers must have completed the Breakthrough Training.



## During The Training

1. Arrive 15 minutes before your shift begins so that you can become familiar with the area and any particulars related to your shift. Either the lead doorkeeper or the previous doorkeeper will ground you prior to your shift.
2. Know the layout of the training room and related rooms, such as restrooms, team rooms, and kitchen facilities if they are being used.
3. Be clear on who is allowed in the room by checking with the lead doorkeeper, team captain or sponsor. One of these team members may also give you a schedule for those bringing food for the team. Without leaving your post, direct them to the team room.

## NOTE THE FOLLOWING

If someone such as hotel staff wants to enter the room, under no circumstances are they to enter while the training is in session. Any tasks that hotel or facility staff wants to perform can be done at a later time. If any emergency or something unforeseen arises and you need to leave the doors, let someone, such as the timekeeper, know by sliding a note under the door.

- ➔ Do not leave your post during your shift.
- ➔ Keep the area outside the room quiet, including politely asking noisy individuals to find another area to talk.
- ➔ Direct people to the locations of restrooms if asked.
- ➔ Keep the water station area clean.
- ➔ Discreetly alert those inside the training room to any emergencies.
- ➔ Know who will relieve you and when. The lead doorkeeper will have the schedule.
- ➔ Keep confidentiality including what is going on inside the training or what you might hear.
- ➔ Do NOT remind participants about their nametags, homework, and other related items. Let them be responsible for themselves.

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- ➔ Be cordial but do not get into an extensive conversation with the participants.
  - ➔ Fulfill the complete time allotted to your shift unless you have arranged in advance for someone else to replace you and have gotten the consent of the lead doorkeeper.
  - ➔ Ground the next shift of doorkeepers.
  - ➔ Pray for the training, the team, the trainer, and the participants.