



breakthrough

JOB DESCRIPTION

Lead 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.



The lead doorkeeper has four primary duties.

1. The lead doorkeeper is responsible for ensuring the privacy of the training room—keeping it free from outside distractions and interruptions by individuals not allowed in the training room.
2. The lead doorkeeper oversees the enrollment, coordination, and grounding of all doorkeepers (those volunteers posted outside the training room door). Doorkeepers should be people who are not on the team but are graduates of the Breakthrough Training.
3. Ensure that doorkeepers are consistently on duty and transitions between doorkeepers occur in a timely and orderly fashion.
4. Greet participants and non-participants who may be outside the training room.

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Before The Training

1. Go on-site to the training location to determine the layout of the training room and all the potential ways the room can be accessed.
2. Find out if extra, unneeded doors can be locked (and not opened without your permission) and posted with “Training in Process: Do Not Disturb” signs. Have a team member sit inside next to such locked doors.
3. For Saturday evening (7:00 pm – 11:00 pm), during the weeping and wailing exercise, have at least one doorkeeper outside every door, even those that are locked.
4. Make yourself aware of other practical matters such as who to contact for bathroom supplies and how the water stations will be replenished.
5. Confirm each volunteer in writing, provide them with the doorkeeper job description, the time of their shift, the address of the training venue, and any other appropriate information.

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6. Make sure you know who the timekeeper and the sponsor are, as they will be your point of contact during the training itself.
 7. Find out from the food team member who is bringing in or serving food and when.
 8. Make sure that the doorkeepers have a pad and pens to take messages or create notes.
 9. Talk with previous doorkeeper captains for advice.
 10. Pray for the training and its team, trainer, and participants.

During the training

1. Arrive 15 minutes early at the start of each day (especially at Thursday Morning Registration) so that you can ground the first set of doorkeepers and set the tone for the day.
2. Be available as much as possible. If an emergency arises with one of your doorkeepers, you should be available to cover it.
3. Be clear on who is allowed in the room. Provide a copy of the schedule of the doorkeepers (including contact information) to the team captain and timekeeper.
4. Check in at least once a day to see if things are running smoothly.
5. Provide the schedule of doorkeepers at the table along with the list of who is bringing in food and when.
6. Provide a telephone number where you can be reached at all times. If this is not possible, ask the team captain to select someone to cover for you at those specific times.
7. Know the layout of the training room and related rooms being used (e.g. restrooms, team rooms, etc.)