



JOB DESCRIPTION

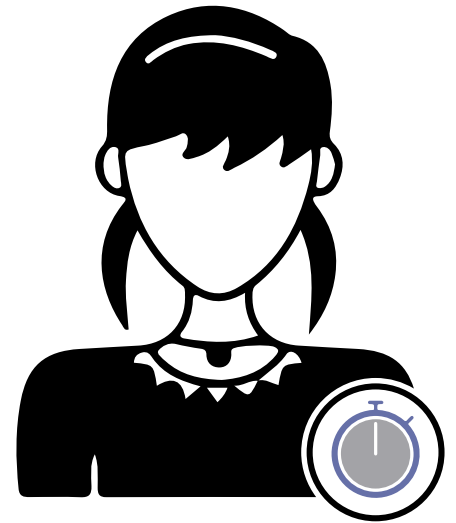
Time Keeper

Purpose

To always know the exact time and to make the participants and team aware of specific times where appropriate.

General Description

The timekeeper team member is the keeper of the clock, knowing the exact time throughout the training and **making the participants and team aware** of it at the appropriate occasions. This position requires an ability to be exact, alert, focused, and specific. Always aware and ready to announce times when asked.



Mechanics

Before the training

- ➔ Have at least two reliable timepieces that will count down seconds. Check with supply person for stopwatches.
- ➔ Request the whole team to wear accurate watches or carry accurate timepieces.
- ➔ On the morning of the first day, have all the team synchronize their watches with yours. For the convenience of the trainer, have your watch synchronized with Apple time.
- ➔ Be fully grounded on how to work the timepieces being used.

During the training

- ➔ Keep 100% focused on the time.
- ➔ Always be ready to give time when either the trainer or team captain asks.
- ➔ With the one-minute rule in effect, doors are to open one minute before the actual time to begin. For example, the training begins at 9:00 a.m., so the doors open 8:59 a.m.
- ➔ Sit close to the door. Be prepared to guard the door from the inside and assist participants in and out of the room.
- ➔ When any participant is out of the room while the training is in session, stand so that the trainer knows a participant is out of the room
- ➔ Be aware of who is allowed in the room each day.

After the training

- ➔ Return timepieces to supply person, if applicable.