

# Volunteer Captain Lead Role & Responsibilities

## Monthly Check-In's:

- Work with the Program Director to set calendar dates for captains to follow
- Set at least one monthly check-in with captains
  - Of the **8 check-ins a minimum of 4 should be a virtual (face-to-face) check-in.** The remaining can be completed via email, that requires a response from each captain.
- These check-ins should be intentional and offer guidance and support for captains in leading their teams and completing their own service and fundraising requirements.

## Other Captain Communications:

- The Captain Lead should be appropriately available to captains outside of monthly check-ins. This might include...
  - Responding to emails **within a 24-48-hour window.**
  - Monitoring the Captain GroupMe thread.
  - Following-up individually with captains whose team(s) might be struggling to reach their goals and providing resources and insight to ensure captains are being supportive of their teams.
- All captains will be added to a 2021 Y-Corps Captain GroupMe to maintain regular communication.
  - Communications in this thread should remain Y-appropriate at all times.
  - At least two Y-Staff should ALWAYS be members of GroupMe threads where students are also members.
  - When teams are announced in February each Captain Team will be responsible for creating their own team GroupMe (ie. 2021 STTS). The Captain Lead will be responsible for making sure these groups are created within the week of teams being announced. The Captain Lead and Program Director will be a part of each team GroupMe and help to monitor the thread.
- The Captain Lead is responsible for intercepting questions/concerns from captains and in the instance assistance is needed communicating with the Program Director.

## Virtual Captain Retreat:

- A virtual Captain Retreat will take place on **Saturday November 14<sup>th</sup>. Time is TBD by Program Director and Captain Lead.**
- The Retreat seeks to give captains a thorough understanding of their roles and responsibilities as service, fundraising, and advocacy captains. The Retreat also allows captains to gain recruitment tools for students to apply for Y-Corps. Lastly, the retreat provides an in-depth look on culture-setting for both teams and trips as a captain.

**Program Director Collaboration:**

- The Captain Lead works collaboratively with the Y-Corps Program Director to plan the virtual retreat, understand captain/team dynamics, communicate regularly to ensure captain/student support.

After reading and understanding the above responsibilities, please sign this document and return via email to [rickett@kymca.org](mailto:rickett@kymca.org) for your application to be accepted.

Name: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_