

Team Member Responsibilities 6-6-2019

Lion Team Captains and Drivers

As we proceed through the process of reorganizing the screening teams and refining the screening process, I wanted to ensure that each of you understand the tasks associated with your positions.

We have tried to balance the skills on each team so there are people already on your teams who have some, if not all of necessary skills for setup and connection of the computer, printer, and Spot Vision screeners as well as the hearing screening devices. A couple of the teams will need assistance until the skills have been transferred.

Captain Responsibilities:

- 1) Review the monthly schedules to determine the assigned dates for your team.
- 2) About 10 days before the screening date verify how many of your teammates will be available for the screening. The ideal number of people for a screening is 8, but in many cases 6 is adequate.
- 3) Verify that you have a van driver available.
- 4) Check with Lion Justin to determine if any of the non-Lion volunteers have agreed to assist your team on that date
- 5) Let Lion Justin know if you have a need for additional screeners. He may be able to assist in filling the need.
- 6) Arrive early to assist in setting up the equipment.
- 7) At the end of the screening please complete the following:
 - a) Complete the "Screening Feedback Report Form", photograph it with your phone, and email it to the Captain for the next scheduled screening and also to Justin Benson (njerseyjustin@gmail.com).
 - b) Call Justin and report the results of the screenings.

Driver Responsibilities:

- 1) Understand where the screening equipment is supposed to be located in the van. That will ensure it is easy for you to assist with the setup and also that you put it back in the correct place, so the next van driver finds the equipment where it is expected to be.
- 2) Understand how to set up the equipment and assist with the setup.
- 3) If the van is low on gas, please fill it and turn in the receipt at the next Lions Club meeting to ensure being reimbursed.
- 4) The Fire Department has requested we call to let them know when we take and return the van from the lot. The number is 239-348-7540. It is taped on the steering wheel.
- 5) The Fire Department has requested that we back the van into the parking space.

Note to drivers: The gas fill has a locking cap. The key is in the center console of the van.