



## Tellico Life Job Description Club Admin Lead

### Responsibilities

- Provide leadership to TLife Club admins
  - NV
  - HOA
  - TVCUC
  - GSBB team (as needed)
- Become familiar with existing processes and suggest improvements as needed.
  - Help define consistent and encourage processes across HOA/NV/TVCUC/GSBB.
- Ensure consistent training of all Club Admins so processes and tool utilization are consistent
- Set up and lead a regular cadence of meetings to help admins with training, issues, questions, etc.
- Support TellicoLife policies and guidelines.
- Request modifications/improvements to EventGen as needed

### Skills Required

- Good communication and interpersonal skills
- Organizational skills
- Comfortable with Web and Windows PC based applications
- Ability to learn and improve TellicoLife processes

### Time Commitment

- Biweekly TellicoLife Core Team meeting: 1 hour
- Monthly TellicoLife Board meeting: 1 day per month, 2 hours
- Monthly TellicoLife Admin meeting: 1 day per month, 1.5 hours
- Ongoing process improvement: as needed, a few hours a month?