

Welcome to the RAFT team! Below is your onboarding schedule and tasks for your position: Workshop Administrator. It is self-directed; however, the entire team is here to support. Do not hesitate to reach out, even for the smallest of asks. Some tasks should be completed day 1 and others are recommended timeframes or should be completed as tasks come up (like prior to workshops). In all, your onboarding might take 4-5 weeks. If onboarding is taking longer and/or you are spending more hours than allotted, reach out to your onboarding point person.

Who is my onboarding point person on the team?

- ❖ Name of team member Contact: Phone # name [@raftcares.org](mailto:raftcares.org)

What will happen in my first month of workshops?

- ❖ RESILIENCE TO SHAME Tuesday, May 11•12:00 – 2:00pm •
 - Shadow Team member. Fully participate as a participant and note what team member does as tech support. Log on 30 min prior. Stay 10 min after.
- ❖ RESILIENCE TO SHAME Tuesday, May 18• 11:00 – 1:00pm
 - Facilitate admin support independently with team support from team member. Log on 30 min prior. Log on 30 min prior. Stay 10 min after.
- ❖ STRENGTHS IN DECISION-MAKING [CEU] Tuesday, May 18•12:00 – 2:00pm
 - Shadow team member. Fully participate as a participant and note what team member does as tech support. Log on 30 min prior. Stay 10 min after.
- ❖ STRENGTHS IN DECISION-MAKING [CEU] Thursday, May 20•11:00am – 1:00pm
 - Facilitate admin support independently with team support from: team member. Log on 30 min prior. Stay 10 min after.
- ❖ RESILIENT LIFE Tuesday, May 25•12:00 – 2:00pm
 - Facilitate admin support independently. Log on 30 min prior.
- ❖ New Directions: RESILIENT LIFE Thursday, May 27•11:00am – 1:00pm
 - Facilitate admin support independently. Log on 30 min prior.

What are key tasks to complete?

Doc/Folder	Purpose	When	How
✓ Review RAFT Virtual Curriculum	Be familiar with the content taught in RAFT workshops	Virtual curriculum adapted from LABL: read material prior to workshop. Ex. Read Positive No materials prior to admin-ing it for the first time. Review on a rolling basis. Approx: 15-30 min per workshop	Access links: RAFT workshops overview RAFT Facilitator Agendas Current Workbooks.
✓ Review LABL Curriculum	Be familiar with the content taught in RAFT workshops	LABL curriculum: Live A Brighter Life curriculum was used for in	Access links:

		<p>person training. Read as needed for more context.</p> <p>Week 3-5; review for no more than 2 hours.</p>	
✓ Review + Add yourself to all workshop calendar invites via the info@raftcares calendar.	To have all workshops in your schedule. To have a means of communicating with the team.	<p>Complete task by end of Week 1</p> <p>Approx: 30-45 min</p>	<p>Email Set-up Pending approval by our tech person.</p> <p>Once set up, you'll have access to the team calendar. In the meantime, make sure your point person adds your preferred personal email to the workshop calendar invites.</p>
✓ Join team slack	Useful for direct and quick communication	<p>Complete task by end of Week 1</p> <p>Approx: 15 min</p>	Pending – need to await your raftcares.org email. Once you have it, notify point person to add you to slack.
✓ Bio & Picture for RAFT Website	Introduce you to our advocates via our website	<p>Complete task by end of Week 1</p>	View RAFT team page on website as an example. Send bio and pics to Esteniolla to upload on website
✓ Continue learning about RAFT via blogs and podcasts	We want you to be knowledgeable about the organization. Sometimes that knowledge is used to answer questions during workshops.	<p>As needed/desired. However, it is expected that you read and listen to a few podcasts/blogs as part of onboarding.</p> <p>Week 3-5; review for no more than 4 hours.</p>	Visit: www.raftcares.org
✓ Complete Strengths Profile + review team profile	At RAFT, we try to practice what we preach. So, we use our tools. Identify your strengths, add it to the existing team profile + notify the team so we can know what great strengths you have!	<p>Complete task by end of Week 2</p> <p>Approx: 15-30 min</p>	<p>Strengths Profile of RAFT Team VIA Character Strengths Survey</p> <p>Consider reviewing the facilitator agenda and workbook for our Strengths in Decision Making workshop for context</p>

✓ Set Up Gusto (or applicable payment account if international)	For monthly payments.	Complete task by end of Week 2 Approx.: Not sure, too many factors to determine	Be in touch with Jeremie at Jeremie@raftcares.org
✓ OPTIONAL: Attend Self-Care For Advocates Conference	RAFT co-sponsors it every year and Indrani will be the key note speaker. This will give you a window into our partners and broader impact.	May 13-14. Approx: 2-4 hours	Please attend no more than 1-2 sessions. Prioritize other tasks for your hours. If you really want to attend, which is fine, and you are in danger of going over your hours, contact your point person to discuss what we can take off your task for this month and roll it into the next. The entire conference will also be recorded and made available afterwards. Be in touch with Jeremie at Jeremie@raftcares.org for free tickets to SCFA. Learn more about it here.
✓ Fill out "hiring + onboarding" survey	So that RAFT can continue to improve the process for future hires	Complete task by end of Week 4 or when direct onboarding support is no longer needed. Approx: 15	See here.

What key platforms do I need to set up/access?

Platform	Purpose	When	How
✓ SharePoint account	For access to all workshop materials and tech support	Day 1 Approx: 15-30 min	Account set up link should have been sent to your personal email. Once you activate your account, you should be able to access our sharepoint.
✓ Info@raftcares.org email	All inquiries go here. Sometimes workshop participants contact this	Your first scheduled workshop. I encourage you to access it 30-45	Account access:

	email for help, so have it open during workshops.	min prior to familiarize yourself with the account.	
✓ Zoom Account #1: indranislight	Internal/non-public-facing RAFT meetings only	Your first Monday Team meeting Approx: 1 hour	Participant access: Join from PC, Mac, Linux, iOS or Android:
✓ Zoom Account #2: raftcares	External/public-facing RAFT workshops, support groups & meetings	Your first scheduled workshop. I encourage you to access it 30-45 min prior to familiarize yourself with the account, safety features in place, etc.	Host Access:

What are Key SharePoint Documents and Folders I will need to review/access regularly?

Doc/Folder	Purpose	When	How
✓ RAFT Master SOP document	This houses key standard operating procedures. Please note it is a work in progress that will soon be reworked + updated.	Week 1 or prior to first scheduled workshop Approx: 30-45 min	Access link here. Please review key sections: Virtual Workshops Zoom Virtual Workshop Backchannels
✓ RAFT Contractor Handbook	To detail team norms, expectations, resources + procedures	Day 1 Approx: 30-45 min	Access link here.
✓ RAFT Organizational Effectiveness Folder	Houses all things related to making our organization run well + carry out our mission	Review as needed. Week 3-5. Approx: 30-45 min	Access link here: The most important folder you'll access frequently is "Frequently Referenced Team Documents"
✓ RAFT Workshops Folder	Houses all things related to RAFT curriculum	Virtual curriculum: read each facilitator guide and workbook, if applicable, before the schedule workshop LABL curriculum: Read as needed for more context.	Access link here.

		See: “What are key tasks to complete?” for time estimates	
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What key meetings should I attend/schedule?

We encourage you to get to know the other team members and our founder over the next 4-5 weeks. If you are the take-initiative-type, feel free to email each team member for a casual “get to know you + your role/responsibilities” conversation. There is no pressure for it to be more than 30 min each, to connect with all or to meet any of them (though it may make it difficult re: relationship building & communication down the line). If you are shy, which is fine, and still interested in meeting one-one-one, let team member know and she’ll set them up with email intros.

RAFT Team

- ☐ Jeremie Miller Executive Director
 - Potential Topics: RAFT history, curriculum, all things contract-related
- ☐ Indrani RAFT Founder + Lead Workshop Facilitator
 - Potential Topics: RAFT history
- ☐ Mariam Outreach Coordinator
 - Potential Topics: CEU process/outreach process/how do I know when I need to add a workshop to the main calendar?
- ☐ Team Member
- ☐ Team member

As needed, please attend our Monday team meetings. It is likely you will attend at least once a month. **We do ask that you attend the first Monday team meeting following your hiring date.**

Time: 1pm ET

When: Monday (first Monday after hiring date)

Zoom link:

I think I’m done onboarding, what next?

- ☐ Notify your onboarding point person to just check-in
- ☐ Fill out + submit your hiring + onboarding survey as soon as possible

And that’s it! We hope this document was helpful.

One final note as you progress beyond onboarding: Though your role is very defined, RAFT is open to you learning or experiencing other parts of our work. We care about your development just as much as you care about ours. Just strike a conversation with us before diving in to do so. If you start to grow this position or consistently exercise skills outside of it, we just want to be mindful and truthful about compensation, work scope, and time commitment on both ends. Thank you again for joining our team. We’re blessed to have you.