

# Staff Roles & Responsibilities

Staff members have to meet some requirements. They must be at least 15 years old. They must have a minimum 10 hours of playtime on the server. They also must have a microphone and recording capability. Finally, they must not have any recent punishments on our platforms.

## Position Overview

Staff members are looked up to on the server so they must be formal and friendly at most/all times. They must work as a team with everyone and must be respectful. If they act inappropriate, people who look up to them may copy them and think that type of behavior is okay. They should always set a great example for others.

As a staff member, their role should not be abused. This means they shouldn't use their role for their own gain. Their responsibility is to make sure all players on the server and in the discord are acting respectful and correctly.

They are allowed to use their staff permissions at any give time with no limit on how much they use them, but they should only use it for things like helping players or catching a cheater. This should not be abused and vanish should be toggled off after use to prevent any confusion

They must notify management if they are going to be inactive for 3 or more days. If they are going to be inactive for longer than a month, they need to request a leave of absence.

## Founder

- The Founder is the original creator of Gratopia, guiding its inception and shaping its core identity.
- Holds ultimate authority in all significant matters concerning the server.
- Operates mostly behind the scenes, influencing major decisions and developments.
- Provides overarching guidance to the Executives and Management, ensuring alignment with the server's vision.
- Covers all expenses and funding needs of the server, ensuring its financial stability.
- This role is compensated and involves financial responsibility for the server.

## Executive

- Executives hold the highest level of authority within Gratopia.
- Responsible for making strategic decisions that shape the direction and future of the server.

- Develop and implement server policies, rules, and procedures to ensure smooth operations and a positive player experience.
- Lead and guide the Management team, providing support and direction as needed.
- Oversee all major projects and initiatives, ensuring they align with the server's vision and goals.
- Act as the face of Gratopia in external communications and collaborations with other servers or entities.
- Provide mentorship and professional development opportunities for staff members.
- This role is voluntary and could sometimes be compensated.

## Management

- Extremely experienced staff members.
- Extremely knowledgeable of Gratopia's rules, procedures and staff hierarchy.
- Work closely with other Management and the Executives of the server.
- Help with management tasks and difficult player scenarios.
- This role is voluntary and not compensated.

## Staff

- Provide a clean and safe environment on the server.
- Experienced staff members that have proven themselves through hardwork and dedication.
- Responsible for chat moderation, game moderation and answering frequently asked questions.
- Have access to moderation commands that allow them to warn, temporarily and permanently ban, temporarily and permanently mute, clear the servers chat, check the punishment history of a player, vanish, get chat filter alerts and get anti cheat alerts. They also have access to bypass claims and they can inspect block data.
- Not to punish for cheating that has been automatically handled with by our Anti Cheat (Example: It's the player's first join and they use a movement hack, they will end up getting kicked. They should not punish for this offense)
- Have the opportunity join any sub team (ban appeals, YouTube rank applications & other things) of the server.
- This role is voluntary and not compensated.

## Trainee

- Provide a welcoming a helpful vibe to the server.
  - Responsible for chat moderation (not including filtered messages) and answering frequently asked questions.
  - Have access to moderation commands that allow them to kick, temporarily mute, warn, check the history of a player, vanish and get chat filter alerts.
  - Not to punish for anti-cheat flags or hacking.
  - This role is voluntary and not compensated.
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Revision #18

Created 6 March 2024 00:31:49 by grat

Updated 28 July 2024 04:40:35 by grat