

Volunteer Coordinator

Position Description

The Volunteer Coordinator is assigned to the Local Assistance Center (LAC) and reports to the LAC Manager. The Volunteer Coordinator researches volunteer opportunities for convergent community volunteers. The Volunteer Coordinator works closely with Volunteer San Diego.

Responsibilities

1. Direct community volunteers/residents who converge to help to Volunteer San Diego to register, if not bearing a Disaster Service Worker card
2. Identify volunteer opportunities with tenants
3. Act as a conduit of volunteer services with LAC staff
4. Direct volunteers from Volunteer San Diego to service areas needing help
5. Maintain list of current volunteers with contact information and hours of service

Activation Phase Actions

- Notify regular supervisor of LAC work schedule
- Review position responsibilities and clarify any issues regarding your authority and assignment
- Sign in and wear the "Volunteer Coordinator" vest
- Check in with LAC Manager
- Verify contact information
- Determine potential issues for LAC Manager based on the nature, scope and severity of the issue

Operational Phase Actions

- Review position responsibilities
- Attend ongoing situation briefings
- Refer media to Communications Specialist
- Report situation status and resource status to the LAC Manager
- Advise LAC Manager contact for issues affecting operations
- Function calmly in situations requiring a high degree of sensitivity, tact, and diplomacy
- Communicate effectively with a variety of individuals representing diverse cultures and backgrounds
- Brief your relief at shift change to ensure ongoing activities are identified and follow-up requirements are known
- At the end of each shift, sign out and return the vest

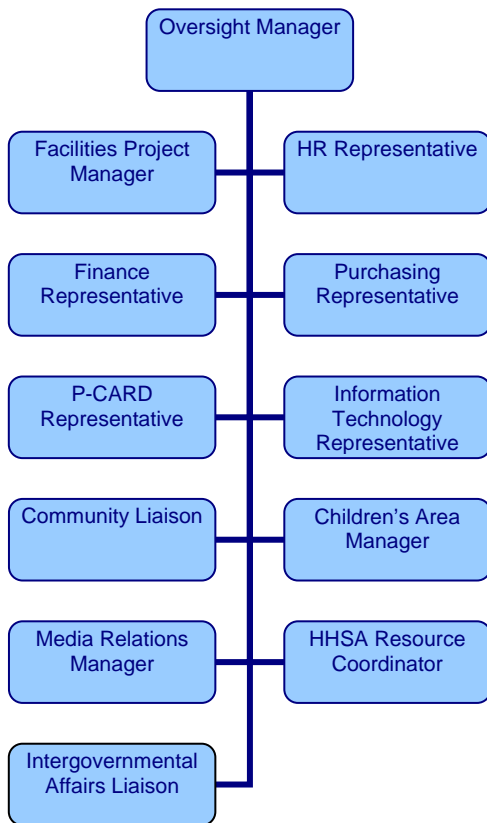
Deactivation Phase Actions

- Demobilize when authorized by the LAC Manager
- Participate in the Demobilization Plan

- Ensure that any open actions are handled by the appropriate person/section or transferred to other LAC elements as appropriate
- Ensure that all required forms and reports are completed, return all checked out equipment, and provide all documentation to Administrative Support prior to your release and departure from the LAC
- Contact any of your staff that had been scheduled to work in the LAC and notify them of deactivation
- Contact your regular supervisor and notify him/her of deactivation
- Leave forwarding information, including cell numbers and email
- Sign out and turn in vest
- Participate in the LAC After Action Report

Organizational Structure

LAC OVERSIGHT TEAM



LAC TEAM

