

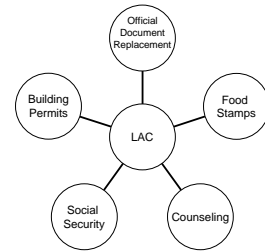
## Local Assistance Center (LAC)

### Administrative Support Training

LAC Just-In-Time Training

## Mission

- LACs provide a centralized location for services and resource referrals for disaster-caused needs, assistance and guidance following a disaster or significant emergency.



## Administrative Support Position Description

- Support
  - Supports the LAC Manager/Assistant Manager and LAC Staff
- Administrative Duties
  - Maintain lists with contact information for tenants and support services. They will also create and update a list of agencies represented at the LAC.

## Administrative Support Position Description

- Clerical Duties
  - Collect time records for staff and volunteers. They also enter Customer Surveys into a database.
  - Collect and file all other LAC documents from clients and agencies.
  - Takes calls and messages using the Runners to deliver them.

## Quick Tips

- Sign in
- Obtain Administrative Support Vest
- Check in with LAC Manager
- Review Administrative Support Checklist

## Good Luck

- Remember, Administrative Support is responsible for clerical and administrative duties that help the LAC run.
- At the end of the shift sign out and return the vest.
- Thank you for your commitment.