

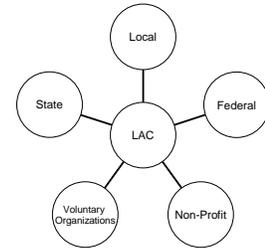
Local Assistance Center (LAC)

Volunteer Coordinator 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.



Volunteer Coordinator Position Description

- Direct Volunteers
 - Direct community volunteers and residents who come to help to Volunteer San Diego to register, if they do not have a DSW (Disaster Service Worker) card.
 - Direct assigned volunteers from Volunteer San Diego to LAC service areas needing help.
- Volunteer Services
 - Provide a conduit for volunteer service at the LAC.
 - Identify volunteer opportunities with tenants.

Volunteer Coordinator Position Description

- Coordinate Volunteers
 - Maintain list of current volunteers with contact information and hours of service.

Quick Tips

- Sign in
- Obtain the Volunteer Coordinator Vest
- Check in with LAC Manager
- Establish communications with Volunteer San Diego
- Review Volunteer Coordinator Checklist

Good Luck

- Remember, the Volunteer Coordinator is responsible for working closely with Volunteer San Diego and researching volunteer opportunities for convergent community volunteers.
- At the end of the shift sign out and return the vest.
- Thank you for your commitment.