Local Assistance Center (LAC)

Volunteer Coordinator 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.

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

Volunteer Coordinator Position Description
- Coordinate Volunteers
  - Maintain list of current volunteers with contact information and hours of service.

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.