

## Volunteer Reception Center (VRC) Staff Positions

Position	Major Duties
VRC Director	<ul style="list-style-type: none"> <li>• Oversees operations at the VRC.</li> <li>• Ensures that staffing and other resources are adequate for the number of volunteers at the VRC.</li> </ul>
Greeter	<ul style="list-style-type: none"> <li>• Welcomes volunteers to the center and gives each a registration form and instruction sheet.</li> <li>• Directs volunteers to an interviewer or the waiting area.</li> </ul>
Interviewer	<ul style="list-style-type: none"> <li>• Conducts a quick interview of the volunteer.</li> <li>• Completes the job referral form to match the volunteer to a job needing his/her skills, knowledge, and interests.</li> <li>• Directs the volunteer to the Data/Agency Coordination station.</li> <li>• Maintains a file of registration forms.</li> </ul>
Data/Agency Coordinator	<ul style="list-style-type: none"> <li>• Matches the volunteer's referral form to the job request.</li> <li>• Enters the name and date of the referral in the appropriate place on the request form.</li> <li>• Initials the referral form, returns it to the volunteer, and directs him/her to the safety training station.</li> </ul>
Safety Trainer	<ul style="list-style-type: none"> <li>• Ensures that every volunteer signs in for safety training.</li> <li>• Briefs all volunteers on what to expect at the job site and how to be safe while volunteering.</li> <li>• Reviews the entire safety training sheet and provides each volunteer with a copy.</li> <li>• Initials the volunteer's referral form, and directs the volunteer to the identification station.</li> </ul>
Volunteer Identification Clerk	<ul style="list-style-type: none"> <li>• Completes volunteer identification according to the procedures.</li> <li>• Records identification information into the volunteer database.</li> </ul>
Maps Clerk	<ul style="list-style-type: none"> <li>• Provides directions to the volunteers' work sites.</li> <li>• Provides information about which routes to take, etc.</li> </ul>
Logistics	<ul style="list-style-type: none"> <li>• Issues safety and other equipment to volunteers.</li> <li>• Tracks nonexpendable equipment distribution and return.</li> <li>• Verifies whether incoming equipment is in usable condition.</li> <li>• Provides/arranges for transportation to/from work assignments.</li> </ul>
Volunteer Staging Coordinator	<ul style="list-style-type: none"> <li>• Tracks volunteers entering the VRC as they await assignment.</li> <li>• Maintains records of volunteers leaving the VRC for assignment and those who have completed their assignments.</li> <li>• Ensures that volunteers being dispatched have appropriate personal safety equipment.</li> </ul>
Security Officers	<ul style="list-style-type: none"> <li>• Maintains security at the VRC during operations and non-operational times.</li> </ul>

**Volunteer Reception Center (VRC) Staff Positions (Continued)**

<b>Position</b>	<b>Major Duties</b>
Public Affairs Liaison	<ul style="list-style-type: none"><li data-bbox="531 331 1430 401">• Develops messages related to spontaneous volunteer recruitment, registration, etc.</li><li data-bbox="531 411 1430 472">• Coordinates with the Public Affairs Officer to ensure that media receive correct information in a timely manner.</li></ul>