



IOWA CONFERENCE UNITED METHODIST CHURCH DISASTER RESPONSE

Guidelines for Volunteer Coordinator

Overview:

The Volunteer Coordinator will be the primary liaison to the volunteers in the disaster area, keeping in close contact with the District Disaster Coordinator and Conference Disaster Coordinator and anyone else designated by CDR.

Duties and Responsibilities:

The Volunteer Coordinator will serve as primary liaison with teams as well as with the host churches and others that house the volunteers going through the United Methodist system.

Responsibilities of the Volunteer Coordinator shall include, but not be limited to the following:

- Assign volunteer teams to a suitable housing location.
- Notify and remain in contact with the housing location.
- Work closely with Long Term Recovery Organization, Volunteer Managers or UMC Liaisons as appropriate to insure that teams are well placed with respect to volunteer team work assignments.
- Collect all team documents from the teams and/or host sites.
- Track and report volunteer hours as part of the weekly reports.
- Establish & maintain accurate mailing list of volunteer teams.
- Prepare and mail certificates for volunteers (or other means of showing appreciation).
- Be an advocate for volunteers and active recruiter for more teams.
- Communicate regularly with the DDC and CDR and any other persons so designated.
- Maintain volunteer files on the central database.
- Keep record of volunteer hours and demographics, reporting weekly to the CDR

These responsibilities may be shared with others as appropriate.