Needs Coordinator

This is a critical position that takes a very organized and patient person.

1. Step one is to sit down with your Pastor and get a clear vision of this outreach from him.
    a. What are the different “Areas of Help” that will be addressed, how many people will each area need, and what is their priority?
        i. Handing out water
        ii. Clean Up
        iii. Cooking
        iv. Tarping
        v. Mucking Out
    b. A lead person should be assigned to head each “Area of Help” as created and activated. The lead person should work closely with the Labor Coordinator to schedule the people they need to operate effectively. They should also be a local person who knows the area.
    c. Be sure to create a contact sheet with the contact information for all the “Areas of Help” leaders.

Responsibilities:

1. The Needs Coordinator will handle the requests for help and match them with the proper personnel from volunteers and incoming teams.
2. Use the "Onsite Work Schedule" form to make a list of everyone that needs help, and this will be helpful in scheduling.
3. List any new entry under the Need to Schedule section.
4. Give the Homeowner Work Request and Authorization forms to the Needs Assessment Coordinator who will get the onsite information needed and will determine how much labor is needed.
5. Once the Work has been assessed you can coordinate with the Team Leads and schedule the work to be done. Once scheduled contact the homeowner to confirm and move it to the Scheduled section of the Onsite Work Schedule.
6. Copies of the Homeowner Release Form should be made so one copy can be given to the person or team lead that is assigned to that Need. This ensures they have all the location information they need. If a copy machine is not available, you will need to transcribe the information to index cards and then these can be given to the Team Leads.
7. Hand out assignments each morning to the Team leads after the Morning Devotion.

Assessment Coordinator

1. This person works with the Needs Coordinator to perform onsite assessments to verify the needs requested and define the work that is requested.
2. Contact the person requesting the assistance by calling or going to their location. You need to clarify what exactly is needed and have the homeowner fill out the "Homeowner Work Request and Authorization Form". You should also note how much labor will be needed and what class of priority. (Example 4 guys/2 Days).

3. Priority classes are Now, Tomorrow, or Later 2-3 days.
4. Once this is completed, return the form to the Needs Coordinator.