Resource Coordinator – Can also perform as the Resource Center Coordinator

1. Creates a Needs list. What are specific items that are needed.

2. See the "Supplies list per team" sheet this will give you an idea of what supplies are needed.

3. Coordinate with suppliers on getting and maintaining supplies.

4. Makes sure teams have the proper supplies they need to complete an assignment.

5. Tracks all incoming and outgoing supplies/equipment. Example generators, number of tools given to teams, etc.

6. Make sure there is water, ice chests and ice available for all volunteers. You can also use buckets with ice to keep drinks cold.

Resource Center Coordinator

1. Work with the Volunteer Coordinator to get the help you need.

2. Make sure all you volunteers have read the "What to Say" instructions.

3. Each person should be greeted and escorted through the center. Do not make the resource center a shopping mart where anyone can just stroll through and pick out what they want.

4. Keep items organized and presentable.

5. Pray with each person before they leave. This is a ministry center/hospital.