

## **Data Entry Job Description**

Data Entry staff completes and alphabetizes

1. Request for Disaster Volunteers Forms
2. Disaster volunteer referral forms that originate from the exit interview
3. Disaster Volunteer Registration Forms
4. When time is available, enter into the database.

### **Items Needed**

VRC Staff ID Badge for each Computer Staff member

One table and chairs

Computer with appropriate software for recording both volunteers and placements

Printer, extra ink cartridge

Pens

Flag

If more than one computer is used, they should be networked to provide all users access to information on the status of both Volunteer Requests and the availability of volunteers.