

VRC Staff Tasks – VRC Director

Your job is to oversee the operation of the Volunteer Reception Center. You will:

- Clearly designate one entrance and one exit
- Set up the room for efficient flow of volunteers and information
- Brief and assign tasks to staff and volunteers of the center
- **Monitor the operation and make staffing changes when necessary**
- **Maintain all records of VRC safety and job training provided to volunteers, and hours worked in the VRC by employees and volunteers**
- Turn all records in to the County Budget Department weekly or at end of the activation

You should meet and thank all volunteers who help in the VRC and instruct them to sign in and out on the Volunteer Sign-in / Sign-out Record daily. Instruct paid staff to sign in on the Employee Sign-in / Sign-out Record daily. In a fast-paced disaster response, both paid and volunteer staff will need regular reminders to sign in and out.

Items needed:

- ID badge
- Tables and chairs (see sample room layout for details)
- “Go Box” containing office supplies and forms to stock your VRC for the first 2-3 days
- Items on the Supplies and Equipment list