

## **VRC Staff Tasks – Data/Agency Coordinator**

(Station #3 Data/Agency Coordination)

**When a volunteer brings you his Referral form, pull the corresponding Request for Volunteers form from the file. Enter his name and the date of the referral on the bottom of the Request form. Place your initials in the appropriate box on his Referral form. Direct the volunteer to Station #4 for a Safety Briefing.**

**As you have time, call the agency contact to let him know who or how many volunteers have been referred. Confirm with the agency contact whether you should continue referring volunteers or close out the Request.**

**When a Request has been filled, raise your flag or put on the hat to call a runner and ask him to confirm that the request has been removed from the board.**

**Enter the date and reason the request was closed (completed, no longer needed, etc.) at the bottom of the Request form.** If your Requests for Volunteers have been entered into a database, be sure to enter the date and reason the Request was closed as soon as possible. Place open Requests in one file and closed Requests in the other, alphabetically by agency.

You may have to call an agency contact to clarify the agency's Request. When you speak with an agency contact, record the information on the Request form in the section called "Follow-up Contacts with Requesting Agency."

### **Items needed:**

- An ID Badge for each staff member
- Sign (Station #3 Agency / Data Coordination)
- Two tables and four chairs
- Phone
- Two sets of files – one for open Requests for Volunteers and one for closed out Requests
- Pens
- Computer, if available, networked to the computers at the Phone Bank station
- Flag or hat to summon runners