

Data Coordinator Job Description

This task is to match the Disaster Volunteer Referral Form to the Request for Volunteers and to close out the Requests when they have been filled or are no longer needed. You may have to call the Agency contact to clarify the Request. When you speak with an Agency Contact, record the information on the Request for Volunteers Form in the section called 'Follow Up Contacts with Agency.'

If a volunteer who has been interviewed but not referred approaches your Station, thank him or her for coming and ask him/her to wait in the sitting area in the center of the room.

When a volunteer brings you the Disaster Volunteer Referral Form:

- Find the Request for Volunteers Form in the OPEN REQUESTS file
- Enter volunteer's name, date of Referral on the "Volunteer's Referred" section of the Request for Volunteers Form
- Initial the DATA COORD box on the Disaster Volunteer Referral Form. (The volunteer keeps the Referral Form and takes it to Station #4 Volunteer ID)
- If there is time, contact the Agency Contact to let him/her 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 the Request has been filled, raise the flag to alert a Runner to remove the Request from the Board.
- Enter the date and reason the Request for Volunteers was closed (completed, no longer needed, etc.) at the bottom of the Request for Volunteers Form
- File the Request for Volunteers Form in the CLOSED REQUESTS file for data entry.
- Determine how files are kept: alphabetical or numerical by Request #--Be consistent!
- If data entry is on-site, file in bin for later entry