UNIT ROLES AND RESPONSIBILITIES CHART

Registration and Needs Assessment Unit Roles

- Registration Unit Coordinator
- Registration Donations Coordinator
- Registration / Assessment Team
- Registration Volunteer Clearing Team
- Registration Data Management

Food Preparation and Distribution Unit Roles

- Food Unit Coordinator
- Food Donations Coordinator
- Food Collections Coordinator
- Food Data Management
- Food Collections Team
- Food Preparation Team
- Food Cook Team
- Food Serving Team
- Food Drivers / Vehicles
- Food Distribution Team
- Food Cleanup Team

General Supplies Collection and Distribution Unit Roles

- General Supplies Unit Coordinator
- General Supplies Donations Coordinator
- General Supplies Data Management
- General Supplies Collections Team
- General Supplies Distribution Team

Child Care / Activities Unit Roles

- Child Care Unit Coordinator
- Child Care Donations Coordinator
- Child Care Baby Sitters Team
- Child Care Teachers Team
- Child Care Activities Team
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  o Pastoral Care Donations Coordinator ------------------------------------ V – 7
  o Ordained / Religious Ministers ------------------------------------------ V – 7
  o Pastoral Care Lay Ministers -------------------------------------------- V – 7
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  o Pastoral Care Data Management ------------------------------------------ V – 8

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  o Pet Care Team --------------------------------------------------------------- V – 9
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  o Project Starfish Team ---------------------------------------------------- V – 10
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Local Transportation Services Unit Roles ---------------------------------- V – 10
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Medical Care Services Unit Roles ------------------------------------------- V – 12
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