

Registration Supervisor

Reports to: Operations Chief

Mission: Oversee activity of volunteer personnel

Qualifications: Leadership Level staff or MRC Volunteer

Expectations: Pre-training on role or learn role by observing the current Registration Supervisor as they work

What you will need: An identification badge (CPH, FCBH, Agency, or MRC)
Job Action Sheets for Registration Assistant and Medical Screener; Walkie-Talkie

Initial Activation:

- Attend education sessions regarding safe work habits and POD organization
- Receive your assignment, your supervisor's name and where he/she will be waiting for you in the POD
- Report to Operations Chief
- Review your specific role

Tasks:

- Oversee volunteers including: Registration Assistants and Medical Screeners,
- Provide job specific Just in Time Trainings
- Assign and oversee break periods, schedules and positions of interpreters
- Awareness of volunteer job responsibilities, number of each volunteer
- Report process issues to Operations Chief
- Refer any medical questions to the Operations Chief
- Keep any copies of Registration Forms of clients deferred for receiving vaccine by the Medical Screeners
- Make sure there is adequate staff to keep the traffic flow moving
- Work with the Registration Supervisor and the Operations Chief; change roles of volunteers, as needed, in order to keep the process moving

End Of Shift:

- Turn in any paperwork or supplies
- Assist in the teardown and re-packing of the assigned area
- Report issues to Operations Chief
- Participate in de-briefing, if asked

Identification:

- Wear Identification badge at all times.