



## JOB ACTION SHEET

## Runner

<b>Position assigned to</b>	Volunteer
<b>Reports to</b>	Logistics Coordinator
<b>Goal</b>	Make sure all Volunteers and Command Coordinators have appropriate supplies, and as needed direct recipients to the next step in the dispensing area
<b>Qualifications</b>	No special qualifications needed
<b>Materials and Equipment</b>	Volunteer vest, ID
<b>Assigned area</b>	All Closed POD areas

### INITIAL ACTIONS

- Read this entire **Job Action Sheet**.
- Study and understand the ballroom dispensing **layout design**.

### Command Briefings and Set-up

- Report to the **staging area**.
- Sign in, put on **vest** and ID.
- Complete a **Medication Screening Form**.
- Take part in the Closed POD **command briefing** to all **volunteers**.
- Take part in the Logistics command briefing to Maintenance, Food Service Provider, and Runner Volunteers.
- Notify the Logistics Coordinator when you have set up and are ready.

### Medication

- Prior to opening the Closed POD to **recipients**, report to the **ballroom dispensing area**.
- Receive medication from the Dispenser. Take your first **dose** immediately.

### ONGOING TASKS

- Make sure that Greeters have a constant supply of clipboards, pens, and pencils.
- As needed, refill the supply of Medication Screening Forms.
- As needed, refill the supply of **Patient Information Packets**.

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- Make sure Dispensers have an adequate stock of medication. When they get down to 10%, tell Logistics Coordinator so they can be resupplied.
- As recipients and Dispensers finish using their pens and clip boards, return them to the Greeters.
- As needed, direct recipients to the next stage in the dispensing area.
- As needed, carry messages between Closed POD Volunteers and Command Coordinators.
- Notify the Logistics Coordinator of any safety or security issues.
- Notify the Logistics Coordinator of any maintenance or clean up issues.
- Notify the Logistics Coordinator if any materials or supplies are running low.
- If feeling fatigued or stressed, report to the Logistics Coordinator.

### **END OF SHIFT**

- Receive approval from the Logistics Coordinator to end your shift.
- Fully inform your replacement before leaving. Pass on the information from your command briefing and give him/her a status update.
- Make sure your replacement has all necessary materials and supplies.

### **STAND DOWN**

- Receive approval from Logistics Coordinator to **stand-down**.
- Gather all unused materials and supplies. Return them to Logistics Coordinator.
- When operations end, take part in the volunteer debriefing.
- Return your vest to the staging area.
- Sign out.