

On-site Clerk

- 1. Assist Team Leader and trailer coordinator when needed.**
- 2. Serve as secretary for this mission.**
- 3. Take care of paper work.**
- 4. Make calls to potential sites as needed.**
- 5. Check volunteers in each day.**
- 6. Assist team leader in contacting local leaders**
- 7. If orange shirts and/or vests need laundering, try to get this done.**