



## **On-Site Trailer Coordinator**

- 1. in charge of trailer while on assignment.**
- 2. Assist team leader in assigning tools and supplies. (Use form in desk for checking out and back in supplies)**
- 3. Distribute magnetic ID signs for on-site use on volunteers' vehicles. (Use forms in desk for assigning signs out and in)**
- 4. See that all tools & supplies are in working order**
- 5. Make sure the chains are kept sharpened.**
- 6. Report needed repairs to Trailer Coordinator in S'field. (Leave note in desk)**
- 7. Assist in taking ID pictures, when needed.**
- 8. Make sure the trailer is locked when no one is in charge.**
- 9. If no water bottles in trailer and it is hot, check to see if local hosts are providing. If not, purchase as needed and send bill to Coordinator or Treasurer.**
- 10. Distribute green/yellow vest to all workers and orange t-shirts as supply lasts. (Donation for t-shirts: \$10.00 optional. Vests are to be returned to trailer)**
- 11. As needed, see that vests are laundered and any used t-shirts that were not purchased.**
- 12. Check in all supplies after use.**