VOLUNTEER POSITION OUTLINE

Regional Coordinator and Assistant Regional Coordinator

National Preparedness Network

These volunteer roles help advance NPN's charitable mission through practical preparedness education, volunteer involvement, and stronger community relationships. This proposed outline explains responsibilities, shared expectations, and the first steps for building an effective regional team.

Regional Coordinator

Purpose

Help organize and support NPN's work across an assigned region, connecting local coordinators and volunteers with national leadership.

Reports to NPN leadership or its designated supervisor.

Primary responsibilities

Support local coordinators Provide guidance, maintain regular contact, and help Area Coordinators organize achievable local activities.

Build the volunteer team Help identify, welcome, and orient volunteers based on their interests, skills, and availability.

Coordinate education Help communities arrange approved preparedness classes, workshops, demonstrations, and outreach activities.

Develop community relationships Connect with nonprofits, schools, businesses, faith communities, and other organizations interested in supporting NPN's mission.

Communicate regional needs Share local concerns, volunteer needs, activity updates, and opportunities with NPN leadership.

Encourage cooperation Help nearby areas share ideas, instructors, materials, and approved resources.

Maintain accountability Keep basic activity records and ensure regional work follows NPN policies and approval procedures.

Assistant Regional Coordinator

Purpose

Share the work of regional coordination, help volunteers stay supported, and provide continuity when the Regional Coordinator is unavailable.

Reports to the Regional Coordinator, with accountability to NPN leadership.

Primary responsibilities

Maintain local connections Help maintain contact with Area Coordinators and volunteers.

Support volunteer development Assist with volunteer orientation, follow-up, and training arrangements.

Organize activities Help organize educational activities, meetings, and regional projects.

Keep information current Maintain agreed records, calendars, contact information, and activity updates.

Lead assigned work Take responsibility for specific projects or parts of the region as assigned.

Identify support gaps Bring unmet needs and concerns to the Regional Coordinator.

Provide continuity Provide backup within delegated authority when the Regional Coordinator is unavailable.

How the roles work together

The Regional Coordinator leads regional organization and communication with national leadership. The Assistant Regional Coordinator shares defined responsibilities and provides backup. Together, they support Area Coordinators and volunteers, agree on priorities, and keep commitments realistic.

Authority and boundaries

Both roles operate within responsibilities assigned by NPN leadership. Spending, fundraising, agreements, public statements, and use of NPN's name or logo must follow NPN's approval procedures.

These positions do not independently authorize emergency deployments or direct public emergency operations. Any disaster support activity must follow NPN authorization and coordination procedures.

Shared expectations and first steps

Both volunteers should agree on responsibilities, availability, and communication practices before beginning their assignments.

Expectations for both roles

Area	Expectation
Mission	Keep activities focused on charitable service, education, and community benefit.
Leadership	Be approachable, dependable, respectful, and willing to share responsibility.
Communication	Respond within agreed timeframes and communicate availability honestly.
Inclusion	Welcome people with different backgrounds, abilities, experience, and resources.
Privacy	Protect volunteer and household information and use approved recordkeeping methods.
Training	Complete required orientation and role-specific training.
Time commitment	Agree on realistic availability before appointment and review it as responsibilities grow.

Suggested first 90 days

1. Complete orientation and confirm the region, reporting relationship, and delegated responsibilities.
2. Meet existing Area Coordinators and identify communities needing support.
3. Agree on how the coordinator and assistant will divide responsibilities.
4. Create a simple regional contact list and communication schedule.
5. Support one achievable educational or outreach activity.
6. Submit a brief update covering progress, needs, and next steps.

What success looks like

Local volunteers feel supported, communities gain useful preparedness skills, and NPN leadership has a clear understanding of the region’s work and needs.

NPN Event Coordinator

Help plan welcoming, organized NPN events that provide practical preparedness education and connect people with opportunities to serve.

Reports to NPN leadership or the designated regional or local coordinator.

Primary responsibilities

Plan the event Develop the purpose, audience, schedule, and task list for approved classes, workshops, demonstrations, and community events.

Coordinate arrangements Help confirm locations, accessibility, equipment, registration needs, and setup and cleanup arrangements.

Organize volunteers Assign agreed tasks, explain responsibilities, and make sure volunteers know whom to contact for help.

Support presenters Coordinate instructor needs, materials, and timing using approved NPN content.

Track resources Prepare proposed supply needs and costs, obtain required approvals, and keep accurate records.

Welcome participants Help attendees find information, participate comfortably, and learn about next steps with NPN.

Review the results Record attendance, gather feedback, and share lessons and follow-up needs with leadership.

Who this role suits

Organized, dependable, comfortable communicating with different people, and willing to work through practical details. Event experience is helpful, but willingness to learn matters.

Time commitment

Event schedules may include evenings or weekends. Agree on availability and responsibilities for each event.

Authority and boundaries

Venue commitments, spending, fundraising, outside agreements, and public announcements require the approvals established by NPN. Activities should match available volunteers, resources, and safety arrangements.

Getting started

1. Complete orientation and review the event approval process.
2. Meet the coordinator and identify one realistic upcoming activity.
3. Prepare a draft schedule, volunteer task list, and supply needs.
4. Support the event and submit a short follow-up report.

What success looks like

Participants feel welcomed, volunteers understand their jobs, and approved events run smoothly and serve a clear educational purpose.

Administrative Volunteer

Help NPN stay organized so leaders and volunteers can spend more time delivering education and supporting communities.

Reports to NPN leadership or the designated administrative supervisor.

Primary responsibilities

Maintain records Enter and update approved volunteer, activity, and organizational records accurately.

Organize information Keep shared files, forms, and documents arranged according to NPN procedures.

Support scheduling Assist with meeting calendars, reminders, and appointment arrangements as assigned.

Assist with routine communication Prepare draft correspondence and route questions to the appropriate person.

Document meetings Help prepare agendas, take notes, and track agreed follow-up tasks when requested.

Prepare materials Help assemble registration lists, training packets, reports, and other approved materials.

Flag missing information Identify incomplete records, conflicting details, or overdue tasks and notify the supervisor.

Who this role suits

Dependable, attentive to detail, comfortable with basic computer tasks, and able to handle information discreetly. Training should match the systems and tasks assigned.

Time commitment

Can include regular weekly tasks or individual projects. Some work may be remote when approved and supported by appropriate access.

Authority and boundaries

Access only information needed for assigned work. Protect personal and organizational information, use approved systems, and refer financial, legal, or policy decisions to the authorized person.

Getting started

1. Complete orientation and any required privacy or system training.
2. Confirm assigned tasks, access permissions, and communication expectations.
3. Complete a small supervised records or scheduling task.
4. Agree on a manageable routine and review work for accuracy.

What success looks like

Records are accurate, information is easy to locate, and routine tasks receive dependable follow-through.

PROPOSED VOLUNTEER POSITION OUTLINE

Disaster Support Volunteer

Support NPN's authorized disaster-related activities through assigned tasks that meet community needs and match the volunteer's training and abilities.

Reports to The NPN-designated activity supervisor or team lead.

Primary responsibilities

Prepare before service Complete required orientation and task-specific training, and communicate availability and relevant skills.

Support approved activities Assist with authorized preparedness, disaster education, relief, or recovery work as assigned.

Help with supplies Assist with approved sorting, packing, inventory, and distribution tasks under supervision.

Provide logistical support Help with check-in, documentation, equipment organization, and other assigned support tasks.

Share verified information Direct people to approved information and established assistance channels.

Follow safety direction Use required protective equipment, stay within assigned duties, and promptly report hazards or injuries.

Communicate needs Report unmet needs, changing conditions, and task completion through the designated supervisor.

Who this role suits

Calm, dependable, respectful of people experiencing hardship, and willing to follow direction. Duties should reflect each volunteer's abilities, training, and accessibility needs.

Time commitment

Availability varies by activity. Agree to specific shifts or assignments and communicate limits before accepting work.

Authority and boundaries

Do not self-deploy or represent yourself as an emergency responder. Deployment requires NPN authorization and coordination. Medical care, rescue, hazardous work, driving, and equipment operation require the applicable qualifications and specific authorization. Protect the privacy and dignity of people receiving support.

Getting started

1. Complete orientation and confirm skills, availability, and limitations.
2. Review activation, check-in, supervision, and safety procedures.
3. Complete training required for the assigned support role.
4. Participate in a supervised exercise or approved activity when available.

What success looks like

Authorized tasks are completed safely, supplies and information are handled responsibly, and community members receive respectful support.

Community Outreach Volunteer

Introduce NPN's charitable work to the community and help people connect with practical preparedness education and volunteer opportunities.

Reports to The designated local or regional coordinator or NPN outreach lead.

Primary responsibilities

Introduce NPN Explain NPN's mission and approved programs clearly and accurately.

Support community events Staff information tables, welcome visitors, and share approved educational materials.

Build connections Help identify organizations, community groups, and local venues interested in NPN activities.

Invite participation Explain how people can attend education activities, volunteer, or contact the appropriate coordinator.

Listen to community needs Gather questions, interests, and barriers to participation and share them with the coordinator.

Support approved publicity Help distribute approved announcements and event information through assigned channels.

Follow up responsibly Record contacts with consent and route requests or potential partnerships to leadership.

Who this role suits

Friendly, dependable, a good listener, and comfortable speaking with people from different backgrounds. No expert preparedness knowledge is required to begin; volunteers should use approved materials and refer questions beyond their knowledge.

Time commitment

Can include occasional events, outreach projects, or a regular agreed schedule. Some preparation and follow-up may be done remotely.

Authority and boundaries

Use approved messages and materials. Do not promise funding, services, partnerships, or disaster assistance on NPN's behalf. Obtain permission before collecting contact information or using photos and personal stories.

Getting started

1. Complete orientation and review approved outreach materials.
2. Practice a short explanation of NPN and how people can participate.
3. Join an experienced volunteer at an outreach activity when possible.
4. Share contact follow-ups and community questions with the coordinator.

What success looks like

Community members understand NPN's purpose, feel welcomed, and know how to take a practical next step.