

Roles needed for NCRR

Role Title	Number of Staff needed	Details on what role entails	
1. Site Lead	1	Be the go-to for all operations conducted during the day. Set-up and break down. Site lead will ensure coverage for the day and will assign roles.	Site Leads are responsible for ensuring that all necessary information is passed on to the next site lead such as bed availability, flights for the next day and equipment.
2. Site Lead Assistant	1	Support Site Lead in ensuring streamlined workflow	
3. Intake Staff/Phone Coordinators	5-10 (depending on size of drop)	Assist with filling out intake forms for all migrants/ Call sponsors, conduct follow up calls	This will be a rotating role, start off as intake and then support with making calls
4. Data Entry	1	Input all intake forms into Google spreadsheet, update live for all organizations to be informed	
5. Shelter Coordinator	1-2	Coordinate shelter for all migrants who will not be reunited with family/friends that day	
6. Amtrak Coordinator	1-2	Ensure migrants are getting on Amtrak and do not miss their ride	
7. Transportation Coordinator	1	Point of Contact for all drivers	
8. Flight/Amtrak Coordinator	2-3	Help with booking of flights/ train rides	
9. Food Coordinator	1	Coordinates and confirms meals	
10. Airport Coordinator	1-2	Supports migrants at the airport with ensuring they get to their gates/terminals etc.	
11. Food/hygiene/Cloth Station Support	1	Ensure migrants can grab snacks, clothing, hygiene and charge phones	