

Vaccine Logistics Volunteer Description



Position Title: Vaccine Logistics

Location: Varying Locations in the KC Metro

Time Frame: On-going

Heart to Heart International (HHI) strengthens communities through improving health access, providing humanitarian development and administering crisis relief worldwide. We engage volunteers, collaborate with partners and deploy resources to achieve this mission.

As the focus of the pandemic shifts to vaccinations, Heart to Heart is joining with other KC Metro organizations to provide volunteers. The Vaccine Logistics role will work with a team at vaccine clinics at various locations. The volunteer may serve at events facilitated by Heart to Heart International (HHI) and/or Johnson County Department of Health and Environment (JCDHE).

Key Responsibilities:

- Assist various logistical tasks in the execution of vaccination events. Events will vary in size from dozens to hundreds being vaccinated in a day.
- The following is an example of the types of roles volunteers may be asked to fill:
 - Greeter: Welcome and interact with members of the public, perform an initial review of registration and appointment documentation to ensure the individual is scheduled to receive a vaccine, and direct foot traffic to the next station as appropriate
 - Forms Table: Assist individuals in filling out forms if not already complete, direct individuals to the next station
 - Check-In: perform final review of registration documentation to ensure each person presenting for vaccine has appropriate documents, provide info sheets, direct to next station
 - Check-Out: issue vaccination card to vaccine recipient, provide information on next steps if individual received first does
 - Foot Traffic Direction: advise individuals where to move throughout the clinic, keep people moving to ensure efficient processes through the clinic site, direct individuals to vaccine stations
 - Parking Attendant: direct traffic in and out of parking areas
- Other tasks may be needed depending on the vaccination clinic and volume

Qualifications:

- Customer service mindset in interacting with large numbers of people
- Attention to detail in maintaining paperwork records and ensuring proper completion of forms
- Flexibility with changing vaccination dates and times as vaccine is made available
- Successful completion of background check

Participation in this project is voluntary and will be without pay and without expectation of employment in the future.