

# COORDINATOR

## Mission

Act as the primary liaison between Prince of Peace, IHN Director, and support churches.

## Responsibilities

1. Insure all hosting requirements are met prior to each host week.  
Prepare volunteer sign-up sheet(s) 4 weeks before each host week.  
If there are insufficient volunteers within Prince of Peace, contact support organizations to solicit needed coverage.
2. Disseminate guest info, as needed, to meal preparers and support organizations to insure guest needs are met.
3. Stay in touch with Coordinators from the host churches that we will be receiving guests from and handing guests off to.
4. Act as primary point of contact for issues, incidents, and emergencies.
5. Solicit new volunteers and support organizations, as needed.
6. Train new volunteers.