MIDDLE TENNESSEE VOLUNTEER/HOUSING COORDINATOR POSITION AVAILABLE

Lutheran Disaster Response is seeking a Middle Tennessee Volunteer/Housing Coordinator to assist with long term recovery efforts needed as a result of the tornados the struck our area in March 2020. The position is ~16 hours a week and requires someone with the following gifts and talents:

- a passion for disaster work
- self-motivated
- experience with computer work, including Zoom
- organizational skills
- communication skills

**Job Description**

Volunteer Housing and Work Coordinator

SE Synod Sprint Tornadoes 2020 Middle Tennessee

Reports to: Beth Smith Synod Disaster Response Coordinator for Middle TN. Pastor Jill Henning, Assistant to the Bishop ELCA Southeastern Synod.

Responsible for support and coordination of volunteer hospitality / housing and connection with long term recovery organizations / groups in Wilson, Davidson and Hamilton/Bradley Counties for work assignment and supervision.

- Coordinate with Long Term Recovery Groups (LTRG) in Davidson County, Wilson County and Hamilton/Bradley County to determine volunteer needs.
- Communicate with incoming volunteers and link them with the appropriate LTRG Volunteer Coordinator and Construction Manager for the county.
- Assist with housing placement of volunteer(s)
- Support Lutheran congregations that provide housing for volunteers in the Middle TN area.
- Assist Lutheran congregations to develop hospitality / housing sites in their congregation.
- Assist with recruitment of volunteers for areas of need as identified by LTRG or by Southeastern Synod Disaster Ministry Committee (DMC)
- Attend LTRG and/or State and Local VOAD meetings as assigned
- Is familiar with all current resources available to disaster survivors, assists with dissemination of this information through congregations and social media.
- Provides written monthly reports to the DMC. Participates on DMC calls. Provides phone / email updates as needed to DMC.

Please contact Beth Smith at bethrand@comcast.net for more information.