**Onsite Logistics Unit Lead- (Direct Reports include Greeters and Clinic Staff Support)**

* Provide JITT for Direct Reports
* Provide regular reports to Clinic POD Supervisor.
* Provide documentation of issues
* Oversee and troubleshoot any issues or questions relayed from direct reports
* Report security incidents and threats to Clinic POD Supervisor.
* Ensure adequate supplies and signage are available for POD operations
* Ensure unit leaders have a station and supply checklist for set-up
* Assure all intake forms are available as clients enter clinic
* Ensure any access and functional needs of clients are met
* Secure area for staff belongings and break room.
* Ensure all surveys and volunteers forms have been completed and collected

**Clinic Staff Support (Reports to Onsite Logistics Unit Lead)**

* Provide assistance and resources to help fulfill event personnel requests for supplies and materials
* Ensure all stations are well-stocked with supplies during event
* Establish and monitor staff/volunteer break area (foods & beverages, personal belongings)

**Greeter (Reports to Onsite Logistics Unit Lead)**

* Greet clients as they enter the clinic event
* Provide clients with age-appropriate forms
* Assess language abilities among staff/volunteers to provide assistance when non-English speaking clients are identified

**JUST IN TIME TRAINING POINTS**

**GREETERS- STATION #1**

* REVIEW CLIENT REGISTRATION FORMS; GREETERS SHOULD EMPHASIZE THAT CLIENTS ARE ONLY TO FILL OUT THE 1ST PAGE
* REVIEW BIRTHDAY YEAR REFERENCE LIST AND EMPHASIZE THAT ADULT FORMS ARE FOR THOSE 19 AND OLDER
* PLACE “VACCINES ARE NOT JUST FOR CHILDREN. ADULTS NEED PROTECTION TOO” FLYERS AT THE GREETER TABLE
* ENSURE THERE IS A LIST OF AVAILABLE VACCINE AT THE GREETER STATION
* GREETERS SHOULD EXPLAIN THE STEPS TO INCOMING CLIENTS
* ENSURE LANGUAGE IDENTIFICATION CARD IS AVAILABLE

**STATION #2 -**

* PLACE “DISTRACTION KITS”- CRAYONS AND PAPER

**STATION #3- SCREENERS**

* PLACE LANGUAGE ASSISTANCE CARD ON TABLE
* PLACE “VACCINES ARE NOT JUST FOR CHILDREN. ADULTS NEED PROTECTION TOO” FLYERS AT THE SCREENER TABLE

**STATION #4- WAITING AREA**

* PLACE “DISTRACTION KITS”- CRAYONS AND PAPER

**STATION #6- EXIT**

* PLACE PUBLIC FEEDBACK AND EVALUATION FORMS
	+ CAN BE COLLECTED IN ONE OF THE RED/FLORAL PRINT SNAP ENVELOPES
* PLACE RED SNAP ENVELOPES FOR COLLECTION OF COMPLETED FORMS