



Position: Guardian Coordinator

Reports to: Vice President of Operations

The Guardian Coordinator (GC) position spans both the admin and operations side of VHF.

Administratively, the GC:

1. Processes all guardian applications
 - 1.1 Receives applications from the VHF PO Box
 - 1.2 Examines applications for obvious errors
 - 1.3 Contacts Guardians by email to indicate that application has been received
2. Maintains a master file of all guardians who have applied; the file folder on each guardian contains:
 - 2.1 The Guardians original application
 - 2.2 Medical form
 - 2.3 Do Not Sue form
 - 2.4 Any subsequent paperwork
3. Maintains the master electronic file of guardian information (presently a spreadsheet with both vet and guardian information)
4. Works with the Medical Director to maintain a useful list of medical screening questions that will be used to identify any guardians whose medical condition is unclear
5. Is the "go to" person for questions about guardians on the VHF Guardian List
6. Maintains the Guardian Roles and Responsibilities document.

Operationally (flight specific), the GC:

1. Works with the Flight Director to identify the group of squad leaders, guardians and standbys for the next flight
2. Contacts each guardian by phone to verify that they can participate (provides key information over the phone)
3. Asks relevant medical screening questions to better understand guardian's medical status
4. Contacts the Medical Director about any guardian whose status is unclear for possible follow up
5. Sends out Guardian Selection letter when flight is filled to include information on PF1, PF2 and flight day.
6. Works with Flight Director, Medical Director, and Vet Coordinator to:
 - 6.1 match up veterans and guardians
 - 6.2 define squads
7. Is the "go to" person for questions about guardians on the upcoming flight
8. Presents any special exemptions to normal guardian selection process to management group
9. Provides recommendation to Flight Director and Treasurer on any guardian requesting a subsidy.