



## **Position: Preflight Meetings Coordinator**

### **Reports to: VP Operations**

1. Maintains the “Preflight Meeting Model” which describes venues, stations, setups, forms, processes and relevant contacts
2. Maintains a reasonable inventory of all supplies and materials required for preflight meetings.
3. Trains volunteers to work all stations.
4. 4 to 6 weeks before a preflight meeting, verifies book supply and place an order if necessary for books to be distributed to the Vets at the preflight meeting.
5. Approximately three to four weeks before a preflight meeting, solicits volunteers and contacts the Refreshment Station owner to confirm the food for the event.
6. Meets with the recreation center coordinator to discuss room set up.
7. Verifies PF meeting volunteer participation via email.
8. Acquires (purchase or pick up from storage unit) all supplies needed for the meeting.
9. Prepare packets and nametags for Vets, Guardians and Staff.
10. Receives relevant meeting/station sheets from the Data Coordinator, makes necessary copies, prepares station notebooks
11. Reports to Rec Center 2 hours before check in begins to set everything up.
12. Manage all stations and volunteers associated with Preflight meetings.
13. Member of the VHF Management Team
14. Maintains “sendoff model” which includes recruiting volunteers, receiving relevant sheets & photos from Data Coordinator
15. Prepares trail mix and supply bags for Vets, Guardians and Staff (tissues, gloves & hand sanitizer)