



ESRA Position Description - Volunteer Support Coordinator

The Volunteer Support Coordinator position is responsible for protecting our most important assets, our volunteers as they operate in the challenging New Mexico desert. The care and feeding of ESRA Volunteers at the Vertical Launch Area of Spaceport America is a challenging activity as it involves the transportation of and distribution of a literal ton of food and water supporting 175+ volunteers and staff from Wednesday to Saturday.

Level of Volunteer Time Commitment - <MODERATE - Between 2-3 hours per month>

Required ONSITE during the event - Yes, (Wednesday to Saturday at Spaceport America at a minimum)

Reports to - ESRA Executive Director

Works closely with:

- ESRA Executive Director
- Spaceport America Business Development
- ESRA Event Planner
- Local Food vendor

Primary Responsibilities:

- Recruit and secure a team of ESRA volunteers to assist you
- Coordinate and secure food and drink for Tuesday pizza social for ESRA volunteers
- Coordinate meals with Spaceport America Business Development staff and local food vendor to receive and distribute meals to volunteers who cannot get to the food in a timely manner.
- Buy Gatorade and water, snacks (chips, cookies, fruit, etc) for all volunteers from Sam's club, Walmart or similar.
- Wednesday morning through Saturday noon - using a golf cart to ensure all volunteers at all areas and launch pads have access to fluids, snacks, ice and water buckets for cooling from sun-up to close of the day. Go shopping for more food/water/gatorade as needed.
- Deliver meals to launch pad areas and to those volunteers who can't get their own each day.
- Monitor volunteer health conditions of ESRA volunteers for any signs of dehydration
- At the end of the event, retrieve all coolers, equipment and leftovers, etc from RV and launch pad and volunteer tent areas and clean up what needs to be packed up and stored for next year.