

**Site Coordinator**

The Site Coordinator is responsible for all aspects of individual site management. Those duties include, but are not limited to, the assessment of individual site needs, coordination of site volunteers, room and technological equipment reservations, materials, directional signage, sign-in and attendance records, evaluations and surveys, public relations, and reporting.

**Assistant Site and Outreach Coordinator**

The Assistant Site and Outreach Coordinator is responsible for coordinating a local outreach effort and supporting the Site Coordinator with all aspects of individual site management. This individual will work closely with the Site Coordinator and must be willing to serve in the role of Site Coordinator at any point in time if needed.