



Aid Distribution

Summary: responsible for finding and purchasing humanitarian goods as necessary, organizing and supervising the distribution of goods, keeping account of distributions for statistics and reporting

Detailed description: the aid distributor is responsible for finding and purchasing local food and non-food items as necessary, as well as working with the Logistics person to be aware of what items are coming into the country on transports. The aid distributor also must keep track of statistics of each distribution for reporting.

Main tasks:

- find, purchase, and distribute food and non-food items

Activities (this is not an exhaustive list):

- support and advise the team leader with distributions and purchasing
- responsible for the food and non-food items (purchased and GIK via transport)
- responsible for organizing and supervising the distribution of food and non-food items
- responsible for finding and purchasing (local or regional, if possible) food and non-food items
- planning distributions so they occur in an organized, safe (for both DART members and beneficiaries) and orderly fashion, including communicating clear responsibilities for each DART member and/or local volunteers
- responsible for the distribution logistics (vehicles, people, location, etc.)
- responsible for security at a distribution
- planning and communicating a potential evacuation plan from a distribution
- work closely with the logistics person (receive materials from him/her, inform about distributions, communicate needs, etc.)
 - together with the logistics person, regularly complete entries in and ensure accuracy of the logistics & distribution tool (excel template provided by GAIN)
- work closely with the communications person (communicate needs, bring that person to distributions, share stories, experiences and emotions about distributions, give information about beneficiaries and distributions)