



Staff Care

Summary: responsible for the care and coordination of the DART team as well as incoming teams/volunteers/experts

Detailed description: It is important to have a team member who is responsible for coordinating staff. This is not limited to the DART team, but can also include volunteers, individual experts, medical teams, translators, etc. The tasks may include airport pickups and drop-offs, location of adequate lodging, procuring of food for the team, as well as taking care of the mental wellbeing of the team. This may include the organization of recreational activities for the DART team.

Main tasks:

- responsible for the care and coordination of the incoming and outgoing DART members as well as incoming and outgoing teams, volunteers, and experts
- support the team leader with his/her work as base camp manager

Activities (this is not an exhaustive list):

- coordinate with the DART secretary about DART member rotation (members coming in, members leaving)
- coordinate incoming teams, volunteers, individual experts
- airport runs
- locate and procure infrastructure for the team (accommodation, food, in-country transportation, translators, etc.)
- care for the wellbeing of the team
- in coordination with the spiritual guide, organize regular devotions/prayer time, recreational time/activities
- assist the team leader with communicating the code of conduct