
PDA Description of Responsibilities for National Response Team Leaders

Volunteer Position Title: Team Lead

Reports to: Associate for National Disaster Response in the U. S. (Associate)

Position Purpose: This is a volunteer position, at the discretion of the Associate. The Team Lead is to be a “servant leader”, helping the deployed team facilitate the most effective response to a situation. This requires both flexibility and the ability to have a plan of action. Team Leads assume responsibilities before, during and after a deployment to a disaster.

Responsibilities and Tasks: This is a list of responsibilities in order of importance.

1. Ensure the safety and success of a National Response Team (NRT) or National Volunteer Team (NVT) during a deployment to an area affected by disaster.
2. Communicate directly with Associate, Mid Council personnel, team members in a clear and easily understood manner. Communication is the key to a successful deployment.
3. Ensure the team acts in a moral and responsible fashion while representing PDA and PCUSA and while serving Christ and supporting Mid Councils.
4. Oversee all logistics beginning with travel plans, hotel reservations, scheduled visits, follow-ups, and recommendations to Associate and Mid Council representatives.
5. Remain flexible and willing to make decisions in the middle of the deployment that ensure a more successful deployment.
6. Strive for good stewardship in all decisions that involve expenditure of money.
7. Listen and respond to suggestions from team members, requests from Mid Council representatives and directions from Associate.
8. Ensure team has some time for self-care and is addressing any compassion fatigue issues.
9. Report in a timely fashion and include stories and pictures that can be used to communicate the work of PDA to staff, other NRT members, church members and other interested parties.

Tips for Team Leaders

- Before a deployment
 - Help Associate assemble team.
 - Make contact with team & ensure their availability.
 - Make travel arrangements then share with the team so they can plan their travel to arrive/depart at similar times.
 - Make logistical arrangements (hotel, car, meetings, etc.).
- During a deployment
 - Remain flexible. Remember every deployment is different just as every disaster is different. There are different Team Leader tasks that may need to be completed regarding a particular deployment.
 - Be clear on which team member has what responsibilities, and how they will be integrated in the deployment (e.g., driving, reports, technology, emotional & spiritual care).
 - Make time to worship with local churches whenever possible.
 - Work with the team to establish goals for the deployment. The Team Lead will work with the team to see that plans are developed for the work to be accomplished.
 - Plan an exit strategy. This strategy will possibly include next steps for PDA, guidance for the presbytery as it addresses its response, and liaison with PDA staff on issues that may have emerged during the deployment that need follow up.
 - During the deployment, the Team Lead remains responsible for decisions regarding the logistics of the team. The Team Lead may decide to change hotels, rent another vehicle, split the team, etc. to ensure the best use of the team's time and other resources.
 - Unless otherwise directed, the Team Lead is the main contact person with the Associate, other PDA staff, Mid Council staff and other partners.
 - The Team Lead is responsible for ensuring the team acts in a moral, respectful, lawful and Christian-like manner. If a team member refuses to do so, the Team Lead is to contact the Associate immediately.
- After a deployment
 - Team Lead follows-up to ensure reports were filed.
 - Team Lead communicates to the Associate any further action(s) PDA needs to take including names of individuals who may need after-care (pastors, leaders, staff, etc.).
 - Team Lead should make a follow-up communication with the Mid Council, or main contact(s) to ensure there are no further needs.
 - Team Lead should be prepared to make a return deployment when/if needed and approved by Associate.