

Moria Coordinator:

- Ensuring the welfare of all Starfish volunteers
- On site point of contact with Danish Refugee Council ('DRC') staff
- Ensuring that Starfish Office is regularly updated on progress of Starfish Moria Teams
- Informing Starfish Office of any changes to DRC Standard Operating Procedures ('SOPs') for Starfish verification and confirmation
- Informing Starfish office of any issues with Starfish volunteers and partners / DRC
- Updating Starfish office with media on Starfish operations at Moria for promotional material
- Maintaining oversight of Starfish operations in Moria to ensure smooth operation
- Updating DRC with activity of Starfish operations when *not* in accordance with DRC SOPs. For example, construction of infrastructure with Winterproof Lesvos, assisting Better Days For Moria, etc.
- Facilitating shift hand overs between Team Leaders
- Refreshing and maintaining the training of volunteers on DRC SOPs and Roles and Responsibilities, including disseminating updates at Starfish meetings, in collaboration with the volunteer coordinator
- Holding weekly meetings with Team Leaders and Starfish Office

Moria Team Leader:

- Ensuring the welfare of their team
- Providing Starfish volunteers with directions on how to carry out SOPs
- Providing Starfish volunteers with training and updates on directives from DRC and/or Moria Coordinator
- Informing Moria Coordinator of any issues that arise with respect to any of the above in order that the Coordinator can then pass this onto Starfish Office
- Ensuring regular coordination with Moria Coordinator, including providing updates as to operations
- Informing Coordinator of any issues with Starfish volunteers

Volunteer Coordinator:

- Maintain contact with DRC regarding scheduling
- Ensuring a sufficient number of volunteers are present on respective shift