RDC Operations Coordinator

The RDC Operations Coordinator facilitates the processing of international response teams and resources at the Reception Departure Centre (RDC). This includes the in-processing of arriving teams/resources and the out-processing of departing teams at the point of entry (airport, seaport or land border) to an affected country in support of the local Government.

**Responsibilities:**

* Coordinate the in-processing and out-processing of international teams in collaboration with and in support of local authorities.
* Ensure RDC is clearly marked and visible for arriving teams.
* Establish a sequence of stations to facilitate rapid processing of arriving response teams and relief supplies.
* Ensure registration of incoming relief teams and track incoming resources.
* Support arriving teams in the immigration and customs processes as necessary.
* Conduct briefings for incoming teams to orient them to the on-site disaster situation and facilitate their integration into current response operations.
* Communicate with OSOCC Operations regarding arriving resources to facilitate timely deployment to the field from the OSOCC/RDC.
* Assign incoming response teams to areas of operation if the OSOCC is not yet established, in collaboration with response team leadership.
* Identify gaps or challenges in the RDC processing system and implement solutions to resolve.
* Out-process departing teams including conducting briefings and confirming completion final checklists.
* Contribute to the transition/demobilization of the RDC when appropriate.

**Reports to:**

RDC Manager

**Staffing:**

The role of the RDC Operations Coordinator is usually performed a member of an UNDAC team, USAR team or FMT.