



VOLUNTEER POSITION DESCRIPTION

- Job Title:** Watch Dog Coordinator
- Purpose:** The position of Watch Dog Coordinator(s) has been created to establish a network of Hoosiers regularly communicating with their elected officials. Legislative action is one of Hoosier's for Medical Liberty's initiatives to create protective legislation and stop that which threatens Medical Liberty.
- Location:** The Watch Dog Coordinator(s) will work from their own home utilizing the technology they have available including a computer and internet access. A log in to Basecamp will be provided to connect with Watch Dogs, provide education, and gather feedback.
- Key Responsibilities:** The Watch Dog Coordinator(s):
- (1) Helps develop documents and resources for Watch Dogs.
 - (2) Analyzes reports sent by Watch Dogs and follows up as appropriate with Watch Dogs. Identifies important notes and summarizes for the director.
 - (3) Helps identify and recruit Watch Dogs
- Reports to:** Board Director (Ashley Grogg)
- Position Duration:** The duration of the position will last a minimum of 6 months. There is no limit to the duration of the position providing the volunteer is happy and achieving satisfactory work.
- Time Commitment:** Coordinator(s) will work with atleast 3 Watch Dogs, the bulk of which can happen through Basecamp. Time commitment may be 4-8 hours per month (1-2 hrs per week). If time commitment exceeds volunteer comfort level or these estimates, Coordinator(s) to follow up with Director and discuss options or reducing number of Watch Dogs supported by coordinator.
- Qualifications:** Eligible candidates for Watch Dog Coordinator(s) must have their own technology capable of reviewing excel documents as well as stable phone and internet connections.
- Benefits:** The Watch Dog Coordinator(s) will be a pivotal part of the growth and effectiveness of Hoosiers for Medical Liberty and can take pride in their contributions to Medical Liberty.

