

Omega Leo Medical Explorer Job Description

1st Vice-President of Operations

The 1st Vice-President of Operations has major responsibility for management and supervision for most of the outside volunteer activities, helping ensure that we meet the expectations of those we serve and that our members meet our external expectations for reliable service. The VP Operations shares in the responsibility for long-term continuation of our program with growth and development of current or alternative volunteer experiences.

It is normally expected that the 1st Vice-President of Operations will advance into the position of President the coming year. If this is not possible, then alternative solutions will be considered such that our incoming President will have served at the highest possible level in the previous academic year.

Primary responsibility lies in the smooth operation of our many volunteer activities, ensuring continuing participation by our members and encouraging diversity of volunteer experiences among our members.

The 1st VP of Operations reports directly to the President. In the case of the President's Council deciding to create a 2nd VP of Operations, the duties and responsibilities are to be divided in consultation with the President, and shared with the Senior Advisor in a timely manner.

The 1st Vice-President is considered our Chief Volunteer Coordinator.

Reporting directly to the VP for Operations are 1) CERT Volunteer Liaison, 2) EMS Ride-Along Liaison, 3) Hospice Liaison, 4) Race Liaison, 5) Church Liaison, 6) Diabetic Clinic Liaison (if implemented), 7) The Dental Shadow Liaison (if implemented), and 8) the Physician Shadow Liaison (if implemented).

A second level of our volunteer opportunities includes 1) PT/OT (Water Rescue) Liaison, 2) Mission Able Liaison, 3) Mental Health Police Liaison, 4) Special Olympics Liaison, 5) Texas Ramps Liaison, 6) Equestrian Therapy Liaison, 7) Women's Center Liaison, and 8) CASA Liaison.

Which of these volunteer opportunities are activated depends upon our membership numbers, the interests of our membership, and staffing decisions by the President's Council.

If a 2nd Vice-President of Operations is created, then the division of Liaisons is to be decided before May 1 and shared with our senior Advisor.

The 1st VP Operations has responsibility for our entire volunteer program and must work closely with any 2nd Vice-President of Operations if necessary.

Regular monthly staff meetings are to be scheduled with Liaison positions reporting directly to you to monitor the operations of those volunteer Liaisons in your primary list.

If there are insufficient membership numbers, our senior advisors or former officer advisors may help manage some volunteer opportunities as decided in consultation with the President's Council.

In addition, officers responsible for new and innovative volunteer opportunities such as the "Princess Program" and the reestablished CMDA medical missions (Christian Medical and Dental Association) are to report directly to you, our 1st VP Operations, until such time as they become routine and all procedures are clearly documented. The Senior Advisor is available and with whom you should work closely with in restoring or creating new volunteer opportunities.

A critical responsibility includes ensuring the reporting of our volunteer hours to the many different offices that may need such information –1) senior medical explorer leaders for award purposes, 2) the university if requested, 3) Hays County CERT, 4) Capitol Area Council of the Boy Scouts, and 5) Lions Clubs International for PR purposes.

The VP of Operations is responsible for the encouragement and collection of member resumes and volunteer hour spreadsheets from individual medical explorers. Accurate volunteer hour reporting begins with good data from individual members. These resumes and spreadsheets are to be submitted to our President, Vice-President of Systems, and Senior Advisor.

The 1st Vice-President of Operations needs to stay informed about all CERT activities and should be involved as much as possible in monthly CERT meetings for regular CERT members. Encourage the participation of our CERT Liaison in these monthly CERT member meetings that are usually scheduled on the second Saturday of each month.

It is your responsibility to review and update this job description and those of the officers reporting to you before new officers and liaisons are brought onboard early in the spring semester. You are to also review and update any Standard Operating Procedures related to your position and those reporting to you.

Written: March 22, 2020

Last modified: January 15, 2026 by Dr. Charles Johnson