



# Missing In America Project

[www.miap.us](http://www.miap.us)

National Training Officer

Job Description

The duties of the National Training Officer (NTO) is to ensure the proper training of all new volunteers. In visiting and insuring a good working relationship with any funeral home and/or coroner. Also, provide training in the use of the database and the verifications process.

The National Training Officer will direct a potential volunteer to read the following links, SOP #4-8, Step by Step instructions and the volunteer job description. If the potential volunteer is still interested, the NTO will have them sign and return the Privacy Statement.

The NTO will set up a time to talk with prospective volunteers to go over their information in the database to include address and phone numbers as well as insuring the volunteer understands the training material he/she was instructed to read.

Once training is complete the NTO will contact the State Coordinator and inform him/her of the new volunteer.