

Quick orientation for branch Oma administrators

As an Oma administrator, you make your branch's work visible

You maintain an overall picture of your branch's situation in the Oma Punainen Risti service, or Oma for short. Registration to the Oma system is required when recruitments to the Red Cross are made or new volunteers are welcomed online. Your position has a great impact on making the branch's activities visible and accepting volunteers.

As an administrator, you coordinate and support other volunteers in charge of the branch in using Oma. You cooperate closely with the branch's communications and the person in charge of volunteers and members. You ensure that the person accepting volunteers at your branch uses Oma so that volunteers who sign up through the service are included in the branch's activities.



Your duties:

- Managing the branch's J2 volunteers' user levels and updating the user levels at the end of the operating period and whenever necessary (e.g. when a person in charge quits)
- Supporting the branch's volunteers in charge in using Oma and encouraging them to add duties and events to Oma in cooperation with the communications specialist
- Acting as the branch's contact person with the district and headquarters in matters related to Oma
- Participating in forming the branch's methods of accepting new volunteers, e.g. together with the person in charge of volunteers and members

In your position as the Oma administrator, you will be supported by:

- The district's Oma administrator
- Digital sponsors
- The Oma Punainen Risti helpdesk in headquarters

Important information:

- Oma Punainen Risti and Ossi training sessions
- Oma Punainen Risti: support site in [Volunteer information](#)
- The branch's [data protection instructions](#)
- The Red Cross [data protection pages](#)