

OPEN VOLUNTEER OPPORTUNITIES

as of 10.18.10

Position: Graphic Designer/Desktop Publisher 1 Position Code: HS-TA-GD-1010

Days/Hours: Flexible; May work from home Department: Health & Safety

Job Location: West Los Angeles

Description: The Red Cross Los Angeles Region is looking for Volunteer Graphic Designers to work on Red Cross Health & Safety initiatives. Graphic designer will produce visual solutions to meet the communication needs of H&S using a mix of creative skills and commercial awareness.

Designers need imaginative flair, awareness of current trends in the visual arts, and a working knowledge of the latest software.

Duties: The main activities of the graphic designer are:

- Meeting with Red Cross staff/volunteers to discuss their needs;
- Developing design briefs by gathering information and data to clarify design issues;
- Thinking creatively to produce new ideas;
- Using innovation to redefine designs;
- Timely delivery of accurate and high quality work.

Requirements:

- Proficient in latest design software
- Ability to serve as Red Cross volunteer by following the mission and fundamental principles of the organization.

In lieu of compensation, volunteer may use portfolio of Red Cross work for outside presentation/interviews. Additionally, volunteer may qualify for letter of recommendation/referral

Reports to: Health & Safety Officer

Contact: Send resumes with position code included to volunteer@arcla.org. For info call 1.866.548.8226.

OPEN VOLUNTEER OPPORTUNITIES

as of 10.18.10

Position: Graphic Designer/Desktop Publisher 2 Position Code: VC-ND-GD-1010

Days/Hours: Flexible; May work from home Department: Communications & Marketing

Job Location: West Los Angeles

Description: The Red Cross Los Angeles Region is looking for Volunteer Graphic Designers to work on Red Cross initiatives and campaigns – including PrepareLA+, Red Cross Communities and various advertisements/marketing collateral. Graphic designer will produce visual solutions to meet the communication needs of the Red Cross using a mix of creative skills and commercial awareness.

Designers need imaginative flair, awareness of current trends in the visual arts, and a working knowledge of the latest software.

Duties: The main activities of the graphic designer are:

- Meeting with Red Cross staff/volunteers to discuss their needs;
- Developing design briefs by gathering information and data to clarify design issues;
- Thinking creatively to produce new ideas;
- Using innovation to redefine designs;
- Producing accurate and high quality work.

Requirements:

- Proficient in latest design software
- Ability to serve as Red Cross volunteer by following the mission and fundamental principles of the organization.

In lieu of compensation, volunteer may use portfolio of Red Cross work for outside presentation/interviews. Additionally, volunteer may qualify for letter of recommendation/referral

Reports to: Director - PrepareLA+

Contact: Send resumes with position code included to volunteer@arcla.org. For info call 1.866.548.8226.

OPEN VOLUNTEER OPPORTUNITIES

as of 10.18.10

Position: Volunteer Services Recruiter / Interviewer Position Code: VS-ND-RC-1010

Days/Hours: Monday – Friday. Hrs. flexible during office hours: 8:30 – 5:00 pm

Department: Volunteer Services

Job Location: West Los Angeles

Description: The Red Cross Los Angeles Region is looking for a Recruiter/Interviewer to work in the Volunteer Services department. The Volunteer Service Recruiter/Interviewer will develop job descriptions, identify recruitment sources, interview volunteer prospects, and manage in house volunteer related activities.

Duties: The main activities of the Volunteer Services Recruiter/Interviewer are:

- Works to find sources for new Red Cross Volunteers;
- Develops volunteer requests with internal departments;
- Posts and manages volunteer job postings;
- Interviews prospective candidates;
- Refines process to roll out to the Los Angeles Region;
- Manages volunteer related activities, as assigned.

Requirements:

- Management skills a plus!
- Must be personable.
- Must be comfortable wearing many hats and working with all types of people.
- Highly computer literate.
- Ability to serve as Red Cross volunteer by following the mission and fundamental principles of the organization.

In lieu of compensation, volunteer may qualify for letter of recommendation/referral

Reports to: Director – Volunteer Services

Contact: Send resumes with position code included to volunteer@arcla.org. For info call 1.866.548.8226.

*About the American Red Cross: The **American Red Cross** is a volunteer-led, humanitarian organization that provides emergency assistance, disaster relief and education. It is the designated U.S. affiliate of the International Federation of Red Cross and Red Crescent Societies. **For more information, visit RedCrossLA.org and PrepareLA.org.***

OPEN VOLUNTEER OPPORTUNITIES

as of 10.18.10

Position: Volunteer Services Ambassador Position Code: VS-ND-AB-1010

Days/Hours: Monday – Friday. Hrs. flexible during office hours: 8:30 – 5:00 pm Department: Volunteer Services

Job Location: West Los Angeles

Description: The Red Cross Los Angeles Region is looking for Volunteer Service Ambassadors to welcome new Red Cross volunteers into the organization. Ambassadors will do outbound calls to prospects, and welcome and get new volunteers ready for volunteer service.

Duties: The main activities of the Volunteer Services Ambassador are:

- Developing the welcome process and kits;
- Scheduling, calling and welcoming new Red Cross volunteers;
- Other duties, as assigned.

Requirements:

- Management skills a plus!
- Must be personable.
- Must be comfortable wearing many hats and working with all types of people.
- Highly computer literate.
- Ability to serve as Red Cross volunteer by following the mission and fundamental principles of the organization.

In lieu of compensation, volunteer may qualify for letter of recommendation/referral

Reports to: Director – Volunteer Services

Contact: Send resumes with position code included to volunteer@arcla.org. For info call 1.866.548.8226.

OPEN VOLUNTEER OPPORTUNITIES

as of 10.18.10

Position: Emergency Services Client Caseworker Position Code: ES-MC-CC-1010

Days/Hours: Monday – Friday. One Day / 4 hrs per week, flex shifts available to match schedule.

Job Location: West Los Angeles, other chapters to be assigned.

Description: The Red Cross Los Angeles Region is looking for Emergency Services Client Caseworkers to ensure quality of service and consistency of client casework including follow-up after emergencies.

Duties: The main activities of the Client Caseworker are:

- Tracking of chapter incidents;
- Reviewing case reports;
- Case monitoring and client follow-up;
- Checking voicemail on designated Client Casework Hotline and providing appropriate responses including activating caseworkers in the field;
- Maintaining the necessary communication in the field with Chapter Headquarters;
- Maintaining case files, supplies and tools.

Requirements:

- Ability to promote productive and amicable relationships with diverse individuals and groups including clients, peers and supervisors
- Good telephone and in-person communication skills
- Attention to needs of clients as unique individuals
- Membership in Disaster Services Human Resources (DSHR)*
- User ID in the Client Assistance System (CAS)*
- Ability to serve as Red Cross volunteer by following the mission and fundamental principles of the organization.

*American Red Cross will provide.

In lieu of compensation, volunteer may qualify for letter of recommendation/referral

Reports to: Supervisor – Client Casework

Contact: Send resumes with position code included to volunteer@arcla.org. For info call 1.866.548.8226.

*About the American Red Cross: The **American Red Cross** is a volunteer-led, humanitarian organization that provides emergency assistance, disaster relief and education. It is the designated U.S. affiliate of the International Federation of Red Cross and Red Crescent Societies. **For more information, visit RedCrossLA.org and PrepareLA.org.***

OPEN VOLUNTEER OPPORTUNITIES

as of 10.18.10

Position: Development Assistant Intern

Position Code: DV-ML-DA-1010

Days/Hours: Monday – Friday. Hrs. flexible during office hours: 8:30 – 5:00 pm

Department: Office of Financial Development

Job Location: West Los Angeles

Description: The American Red Cross Los Angeles Region has one position available for a Development Assistant Intern. As an intern, you will spend 50% of your time prospect researching donors and 50% of your time as an administrative assistant (Thank-A-Thons, Raiser's Edge data entry, and other projects as they arise). A prospect researcher reviews newspapers, internet news sites, journals, and periodicals for information pertinent to current donors and you will be trained by a member of our department on how to research effectively.

Position Requirements

- Strong written communication skills
- Attention to detail
- Able to work independently
- Able to work well in a team environment. handle multiple assignments and meet deadlines
- Bachelor's degree in English, Journalism, or related Liberal Arts field preferred

Because of our high-profile donor database, we are looking for a professional individual who we can trust with confidential information.

Interns are asked to commit to 12-15 hours/wk for 3 months. The internship is unpaid, but we will administer school credit as applicable.

Reports to: Supervisor – Development Department

Contact: Please submit a cover letter and resume via e-mail detailing your past professional/volunteer experience and career interests to development@arcla.org.

*About the American Red Cross: The **American Red Cross** is a volunteer-led, humanitarian organization that provides emergency assistance, disaster relief and education. It is the designated U.S. affiliate of the International Federation of Red Cross and Red Crescent Societies. **For more information, visit RedCrossLA.org and PrepareLA.org.***

OPEN VOLUNTEER OPPORTUNITIES

as of 10.18.10

Position: Blood Drive Assistants Position Code: BL-GT-DA-1010

Days/Hours: Blood Drives are held seven days a week. Most Blood Drives run during normal business hours, but other times are available.

Job Location: Throughout the Los Angeles / Southern California area

Description: The Red Cross Blood Services Region is looking for volunteers to help at local Blood Drives.

Duties: The main activities are:

Blood Drive Assistant - Registration

- The Registration volunteer welcomes and thanks each arriving donor and works with the appointment schedule.

Blood Drive Assistant – Refreshments

- The Refreshment volunteers welcome donors after they have donated blood by hosting the refreshment table and offering donors snacks and beverages.

Requirements:

- Must be at least 16 years of age with transportation as Blood Drives are held in different locations.
- Good customer service and communication skills
- Ability to serve as Red Cross volunteer by following the mission and fundamental principles of the organization.

Blood Services Volunteers never handle needles or blood. They are responsible for good customer service to our donors and help the Nursing staff with non-medical tasks.

Reports to: Volunteer Coordinator – Blood Services / Blood Drive Charge Nurse

Contact: Southern California Blood Services Region – Volunteer Services at 1.800.498.9910

OPEN VOLUNTEER OPPORTUNITIES

as of 10.18.10

Position: Volunteer Liaison

Days/Hours: Flexible

Job Location: West Los Angeles

Position Code:

Department: Volunteer Services

Description: Ninety-percent of American Red Cross programs are volunteer-led and executed. Volunteer liaisons work with the Volunteer Services department to help manage the Chapters' workforce during all stages of the volunteer career.

Duties:

- Data entry
- Assist with recruitment, retention, and recognition of volunteers
- Communicate with new volunteers via email/phone

Requirements:

- Work well with diverse populations
- Comfortable with public speaking
- Strong organizational and office skills
- Ability to learn Salesforce volunteer management system

Reports to: Volunteer Management System Specialist

Contact: Send resumes with position code included to volunteer@arcla.org. For info call 1.866.548.8226.

OPEN VOLUNTEER OPPORTUNITIES

as of 10.18.10

Position: Volunteer Services Ambassador Position Code: VS-ND-AB-1010

Days/Hours: Monday – Friday. Hrs. flexible during office hours: 8:30 – 5:00 pm Department: Volunteer Services

Job Location: West Los Angeles

Description: The Red Cross Los Angeles Region is looking for Volunteer Service Ambassadors to welcome new Red Cross volunteers into the organization. Ambassadors will do outbound calls to prospects, and welcome and get new volunteers ready for volunteer service.

Duties: The main activities of the Volunteer Services Ambassador are:

- Developing the welcome process and kits;
- Scheduling, calling and welcoming new Red Cross volunteers;
- Other duties, as assigned.

Requirements:

- Management skills a plus!
- Must be personable.
- Must be comfortable wearing many hats and working with all types of people.
- Highly computer literate.
- Ability to serve as Red Cross volunteer by following the mission and fundamental principles of the organization.

In lieu of compensation, volunteer may qualify for letter of recommendation/referral

Reports to: Director – Volunteer Services

Contact: Send resumes with position code included to volunteer@arcla.org. For info call 1.866.548.8226.

OPEN VOLUNTEER OPPORTUNITIES

as of 10.18.10

Position: Emergency Services Client Caseworker Position Code: ES-MC-CC-1010

Days/Hours: Monday – Friday. One Day / 4 hrs per week, flex shifts available to match schedule.

Job Location: West Los Angeles, other chapters to be assigned.

Description: The Red Cross Los Angeles Region is looking for Emergency Services Client Caseworkers to ensure quality of service and consistency of client casework including follow-up after emergencies.

Duties: The main activities of the Client Caseworker are:

- Tracking of chapter incidents;
- Reviewing case reports;
- Case monitoring and client follow-up;
- Checking voicemail on designated Client Casework Hotline and providing appropriate responses including activating caseworkers in the field;
- Maintaining the necessary communication in the field with Chapter Headquarters;
- Maintaining case files, supplies and tools.

Requirements:

- Ability to promote productive and amicable relationships with diverse individuals and groups including clients, peers and supervisors
- Good telephone and in-person communication skills
- Attention to needs of clients as unique individuals
- Membership in Disaster Services Human Resources (DSHR)*
- User ID in the Client Assistance System (CAS)*
- Ability to serve as Red Cross volunteer by following the mission and fundamental principles of the organization.

*American Red Cross will provide.

In lieu of compensation, volunteer may qualify for letter of recommendation/referral

Reports to: Supervisor – Client Casework

Contact: Send resumes with position code included to volunteer@arcla.org. For info call 1.866.548.8226

*About the American Red Cross: The **American Red Cross** is a volunteer-led, humanitarian organization that provides emergency assistance, disaster relief and education. It is the designated U.S. affiliate of the International Federation of Red Cross and Red Crescent Societies. **For more information, visit RedCrossLA.org and PrepareLA.org.***