

**American Red Cross  
Greater Los Angeles Chapter**

**Job Description**

**Position Title:** Disaster Services Instructor (**Multiple Positions**)

**Department:** Emergency and Disaster Response

**Reports To:** Manager, Planning and Partner Relations

**FLSA:** Non-Exempt

**I) Position Summary**

Disaster Services Instructors are responsible for the delivery of training classes in Disaster Services Courses in support of the American Red Cross of Greater Los Angeles (ARCGLA) Disaster Services training program. The primary functions of the position are to:

- A. Provide regular instruction to large groups (20-30) in accordance with the curriculum developed for use in training Partner Agencies and Organizations pursuant to the Chapter's Partner Training Program.
- B. Provide relevant and effective training to the cadre of Red Cross Disaster Services staff and volunteers throughout ARCGLA in standard Disaster Services courses within the standard curriculum set offered by the American Red Cross.
- C. Provide administrative support, oversight, and management of course attendance, records and student performance for all classes delivered.
- D. Coordinate with other members of the Emergency and Disaster Response Department to identify potential recruitment, retention and development opportunities for all students receiving instruction.

## **II) Major Responsibilities**

- A. Instruction of the Disaster Services Worker Training program.
  - 1. Provide regular and ongoing classes to students from Government and non-government partner agencies and organizations.
  - 2. As assigned, provide instruction of standard Disaster Services courses offered by the American Red Cross to ARCGLA paid staff and volunteers.
  - 3. Assist with entry of course registrations into the Learning Management System (LMS).
  - 4. Coordinate and assure timely delivery of course materials to assigned training locations.
  - 5. Process course record sheets in a timely manner and enter into LMS.
  - 6. Review course evaluations.
  - 7. Maintain training statistics for monthly and annual reports.
  
- B. Support the Chapter's Disaster Training Program.
  - 1. Provide Disaster Courses to ARCGLA staff and volunteers.
  - 2. Support Disaster Services instructor cadre as needed
  - 3. Provide advanced level and special training as required.
  
- C. Support Chapter Volunteer Management
  - 1. Work in collaboration with Disaster Services Human Resources (DSHR) Coordinator, Training Coordinator, District Coordinators, District Chairs and the Office of Volunteer Personnel Department to ensure quality volunteer recruitment and retention.
  - 2. Support external trainings for partner agencies including but not limited to Shelter Operations, Mental Health Services, and Health Services.
  - 3. Organize training as needed for Chapter and National Initiatives.
  - 4. Actively participate in recruiting efforts for new volunteers and in retention efforts for existing personnel.

### **III) Other Dimensions**

- A. As a contributor to the work of an emergency relief organization, extended work hours and/or assignments to a disaster specific task will be required.
- B. Membership in the national DSHR system is required.
- C. Availability to participate on at least one national disaster relief operation assignment per year.
- D. Incumbent will be required to become a certified instructor of basic Disaster Services courses and to teach Disaster Services courses as necessary.

### **IV) Qualifications**

- A. Education: Bachelor's degree or equivalent work experience.
- B. Experience: Minimum of two years experience in a teaching environment.
- C. Experience with learning management and/or database systems.
- D. Current State of California teaching credentials or equivalent.
- E. Other: Strong computer skills including Word, Excel, PowerPoint, and various databases desirable. Good communication, presentation, and organizational skills.

**Written by:** Michael Kleiner

**Approved by:**

**Date:** January 2008

**Date:**