

**AMERICAN RED CROSS OF GREATER LOS ANGELES
VOLUNTEER JOB DESCRIPTION SUMMARY
COORDINATOR OF DISASTER VOLUNTEERS (DISTRICT)**

This is a volunteer position to provide guidance and assistance for volunteers at the district level. This volunteer position requires a working knowledge of the volunteer intake and referral processes, training requirements and firm understanding of all the disaster volunteer opportunities. This position works closely with the Volunteer District Chair, the Manager for Emergency and Disaster Response Personnel; the District Coordinator.

LENGTH OF APPOINTMENT

The term of office is one year; incumbent may be re-appointed for a maximum of three consecutive terms.

SELECTION PROCESS

The volunteer chosen for this position will be appointed by the Director of the Emergency and Disaster Response Department based on a review and recommendation process conducted by a panel composed of the Assistant Director of Support Services (who will convene and lead the panel), the District Volunteer Chair, the District Coordinator, the Manager for Emergency and Disaster Response Personnel, the Staff Services Committee Chair, and a representative from the Office of Volunteer Programs.

DUTIES AND RESPONSIBILITIES

All job positions are for preparedness and administrative only. Job positions during disaster operations are based on DSHR requirements.

1. Working closely with the Manager for Emergency and Disaster Response Personnel, the Volunteer District Chair and District Coordinator to identify volunteer needs and mentor incoming and existing volunteers;
2. Meet no less than monthly with the Manager for Emergency and Disaster Response Personnel, the Volunteer District Chair and District Coordinator to discuss and identify chapter volunteer needs and opportunities (CDV Committee);
3. Activities inherent to this activity will be discussed at the Chapter CDV Committee meetings and will require a consensus of the group for implementation;
4. Assist in the growth of this position at the district level and implementation of chapter wide standards for volunteer recruitment and retention techniques through the Chapter CDV Committee;
5. Responsible for communicating with new volunteers within 3 days of referral from the DSHR Coordinator;
6. Assess the strengths, talents, and life skills of each disaster volunteer and work closely with the volunteer to find meaningful placement within our department;
7. Utilize the Student Training Guides to provide volunteer with training track for selected activity;
8. Represent the function at the District Disaster Services Committee meetings;
9. Convey District CDV activities and concerns to the Manager of Emergency and Disaster Response Personnel;
10. Responsible for integrating new district disaster volunteers; and
11. Identify and train additional volunteers to assist with CDV activities.

RESPONSIBLE TO:

Manager of Emergency and Disaster Response Personnel.

REQUIREMENTS OR PREREQUISITES:

1. Commitment to the Red Cross philosophy of volunteer service and the ability to instill enthusiasm for volunteer service;
2. Ability to promote, develop, and maintain effective working relationships with volunteers;
3. Demonstrated ability to promote, develop and maintain effective working relationships with and between volunteers and paid staff.
4. Knowledge of current disaster services volunteer opportunities available and ability to match such opportunities to the talents and interests of available disaster volunteers;
5. General working knowledge of the Red Cross;
6. Familiarity with Red Cross disaster resource tools, policies and procedures;
7. Good organizational and interpersonal skills;
8. Sensitivity to cultural differences;
9. Computer literacy is helpful, but not necessary; and
10. Commitment to the American Red Cross and an understanding of its objectives, organization, services, and the responsibilities and relationships of volunteers and paid staff.