

**AMERICAN RED CROSS OF GREATER LOS ANGELES  
VOLUNTEER JOB DESCRIPTION  
CHAPTER DISASTER CHAIR POSITION SUMMARY**

This is a volunteer position to provide assistance to the Chapter in delivering on its mission to provide relief to victims of disaster and help prevent, prepare for, and respond to emergencies. This position works closely with the Chapter's Disaster Services Director and with the Chapter's Board of Directors in helping to ensure that Emergency and District operations and functions are consistent with National and Chapter practices and standards.

**LENGTH OF APPOINTMENT**

One year term, the incumbent may be re-appointed for a maximum of three consecutive years.

**SELECTION PROCESS**

The volunteer chosen for the position will be approved by the Board of Directors, based upon a review and recommendation process conducted by the Board's Response Committee.

**DUTIES AND RESPONSIBILITIES:**

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

1. Provide leadership for the disaster volunteers and consult with the Emergency Services Director to assist with the responsibilities for development & delivery of disaster services in the Chapter.
2. Confer with the Disaster Services Director on a weekly basis to discuss department needs and services
3. Provide supervision and support to District Chairs.
4. Represent the Chapter's Disaster Services volunteers regarding personnel issues and concerns to the Chapter by maintaining close working liaison with the District Chairs, the Response Department and the Office of Voluntary Programs.
5. Act as Chair of the District Disaster Chairs meetings. Attend other disaster meetings as scheduled.
6. Participate as a member of the Board's Response Committee and attend the committee's quarterly meetings as his/her personal schedule may allow.
7. Assist in building the cadre of Chapter disaster volunteers through assisting with recruitment, training and mentoring.
8. Work in conjunction with Chapter staff and volunteers to further develop volunteers in DAT and DSHR qualifications to strengthen the Chapter's ability to respond to local emergencies and requests for deployment to national disaster responses

**RESPONSIBLE TO:**

Chapter Disaster Services Director and Board of Directors

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## 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 and between volunteers and paid personnel.
3. Knowledge of disaster services resources available to the Chapter and ability to utilize these resources effectively.
4. General knowledge and familiarity of the Red Cross.
5. Familiarity with Red Cross disaster resource tools, policies and procedures
6. Membership in the DSHR System.
7. Good organizational and interpersonal skills.
8. Sensitivity to cultural differences.
9. Computer literacy is helpful, but not necessary.
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.