

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

This is a volunteer position to provide guidance for implementation and maintenance of the administrative and disaster response functions in the District. The Districts Chairs, with paid staff support, are responsible for development of the functions within the District, for liaison to the functional committee(s) of the Response Department, and for ensuring that District operations and functions are consistent with National and Chapter practices and standards.

**TERM OF OFFICE**

The term of office is two years, incumbent may be re-appointed for an additional term.

**SELECTION PROCESS**

The District Chairs will be appointed by the Chapter's Disaster Director. Vice-Chairs will also be appointed as necessary.

**DUTIES AND RESPONSIBILITIES:**

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

1. With support from their assigned District Coordinator, organize the District Disaster Services meetings, insuring that meetings are scheduled, agendas are created, and meeting notices and minutes are distributed and posted on the Chapter website.
2. Chair District Disaster Services meetings. Attend other disaster meetings as scheduled. Represent their District at District Chairs Meetings.
3. Work with the Chapter's Training Coordinator in identifying the training needs of District Volunteers.
4. Assist in building the cadre of district disaster volunteers through training and mentoring.
5. Represent the District's volunteer personnel issues and concerns to the Chapter by maintaining close working liaison with the Response Department and the Office of Voluntary Programs.
6. Work with the District Coordinator and OVP to identify other district agencies and organizations that could supply volunteers or further forward the mission of the American Red Cross.
7. Ensure the participation of District Disaster Volunteers in district planning and response.
8. Coordinate the staffing of local disaster operations within the District.
9. Work in conjunction with the District Coordinator to develop DAT duty rosters using DSHR qualified volunteers and ensure that these are submitted to the Chapter on a timely basis to ensure that current duty rosters are always available.

RESPONSIBLE TO:

Chapter Disaster Director.

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 districts 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.