



DISASTER RELIEF COORDINATOR

Job Description

The Disaster Relief Coordinator (DRC) provides leadership, direction, and services within their participating organization under the direction and guidance of the Austin Disaster Relief Network HUB Coordinator. The DRC is responsible for recruiting volunteers and collecting resource information. In the event of a disaster or disaster drill, the DRC coordinates and directs supplies and personnel to appropriate locations for their organization. The DRC provides leadership and support to disaster preparedness activities including planning, training, coordination and development of volunteers. Supervisory responsibilities include interviewing and evaluating volunteers; planning, assigning, and directing volunteer work; addressing volunteer concerns and problem resolution.

Essential Duties and Responsibilities:

- Recruits volunteers and collects resource information.
- Serves as a facilitator and supervisor of volunteers. Keeps current records on volunteers.
- Assists with facilitating basic, intermediate and advance level disaster training for volunteer staff.
- Works in close relationship with HUB Coordinator to plan, coordinate and supervise the volunteer activities of disaster personnel and equipment for ADRN disaster operations.
- Must be prepared to respond to disaster when deemed necessary by ADRN.
- Maintains relationships and communications with facilities that can serve as potential service delivery sites (i.e. shelter, warehouses, etc)
- Facilitates information sharing with community groups regarding the American Red Cross and ADRN disaster responsibilities, preparedness and other activities.
- Tracks emergency supplies, resources, volunteers and available shelter space.
- Must have flexible schedule and be willing to work long periods of time in the event of a disaster.
- Training requirements are 3hr DRC training, 3hr ADRN Orientation and Preparedness Training, 2hr Red Cross Training (ATD) and 3 hours FEMA ICS-100 training course (The course is online and free. Please visit: <http://emilms.fema.gov/ICS100G/index.htm>).