



## **HUB Coordinator (HC) Position**

**Position Description:** Greater Austin has been divided into 12 geographical areas called sectors. By definition, a HUB Coordinator (HC) is a Sector Manager of at least one of those sectors. HCs are directly accountable to their HUB Master (HM) to coordinate training for DRCs and volunteers, disaster relief plan implementation, collection of resource information and activities of DRC's in their assigned sector. HCs are responsible for developing long-term relationships with DRCs in their assigned sector. HCs are required to work with small churches in their sectors to network together or with larger churches in that sector so they can become part of ADRN. HCs will coordinate with their DRCs in working with existing ADRN church pastors within their sector. They will work to enhance the pastor's understanding of ADRN, their churches role in ADRN activities, and in motivating their ADRN volunteers. That motivation includes participation in ADRN activities and preparations to be activated for a disaster.

### **Responsibilities:**

- Work with Disaster Relief Coordinators (DRCs) within local churches, ministries, and businesses in their sector to implement their disaster plan step by step in the event of a disaster or disaster drill.
- Plan, schedule, and monitor required training for DRCs and volunteers.
- Set up a predetermined Emergency Meeting Location (EML) for DRCs.
- Organize and coordinate resources with DRCs in the event of a disaster or disaster drill.
- Conduct face to face quarterly meetings (4) and monthly telephone meetings (8) with DRCs. Meeting purpose is to update DRCs on current activities and ensure their DRCs and volunteers are trained and prepared in the event of a disaster.
- Monitor the effectiveness of procedures during disasters or disaster drills and recommend changes within the procedures as necessary.
- Assist and monitor Neighborhood Watch Program in their sector.
- Work with DRCs to develop shelter teams.
- Work with DRCs to identify churches in their sector to become Intermediate Shelters.
- Work with DRCs and churches to ensure family sponsorships are created when needed.
- Ensure DRCs are identifying and developing Disaster Relief Shepherds (DRS).
- Meet HM on a monthly basis, provide relevant reports of DRC activities and compliance of their volunteers to ADRN directives.
- Develop with each DRC an inventory of resources from churches, ministries, and businesses to be used in a disaster (ADRN Resource Database).
- Participate in an ADRN committee were appropriate.

### **Required Skills and Competencies:**

- Excellent organizational and project management skills with demonstrated ability in creative thinking, problem solving, and decision making in a high pressure environment.
- Demonstrates time management skills.
- Working knowledge of word processing, spreadsheets, databases, and the ability to adapt to other computer applications if needed.
- Strong human relations skills to interface with HMs, ADRN Exec Director, DRCs, pastors, ministry leaders and other HCs reflected in the ability to develop long-term strategic relationships. Must have at least 3 years of managerial experience.
- Good oral communication, written communication, and numerical skills, including report writing skills.
- Flexible schedule to accommodate extended periods of HC work time in the event of a disaster. Has the ability to meld HC duties into employment work schedule under imminent disaster conditions. Situation might last weeks or months

### **Training requirements:**

- 3 hr ADRN Basic Training
- 3 hr HUB Master Training
- FEMA ICS-100 Training course (The course is free, please visit: <http://emilms.fema.gov/ICS100G/index.htm>)
- 2-3 Hr Red Cross Shelter Training (ATD)

### **Optional training:**

- 6 hr CASHP Training
- 3 hours online ICS-200 FEMA training course (The course is free, please visit: <http://training.fema.gov/EMILMS/IS200A/index.htm>)