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United Way of Northeast Florida

Position Description

# Position Title: AmeriCorps VISTA Disaster Preparedness Coordinator

**Department: Volunteer & Community Engagement**

**Reports to: Manager of Volunteerism, Volunteer and Community Engagement**

**Reviewed: February 2019 FLSA Status: AmeriCorps VISTA**

***Vision and Mission*:**

At United Way of Northeast Florida, we envision a community of opportunity where everyone has hope and can reach their full potential. Our mission is to solve our community’s toughest challenges by connecting people, resources and ideas**.**

***AmeriCorps VISTA:***

This is an AmeriCorps VISTA (Volunteers in Service to America) opportunity, which is a one-year (12-months) national service assignment, with a modest living allowance (472.22 Bi-Weekly). Additional member benefits include choice of education award or end of service stipend upon successful completion of the program, health coverage, training, relocation allowance, and childcare assistance if eligible. To learn more about VISTA benefits please visit <https://www.vistacampus.gov/in-service/benefits-service>

## *Purpose of Position*:

The Disaster Preparedness Coordinator’s priority is to create disaster resilient communities by increasing preparedness of non-profit partner agencies, individuals and families through volunteer engagement. The Disaster Preparedness Coordinator will empower Jacksonville’s most vulnerable communities through the development and implementation of a community disaster preparedness education program and by training volunteers to:

* Improve preparedness of individuals and families through local collaborative volunteer projects, service events, and trainings resulting in personal preparedness plans.
* Expand local preparedness networks and community capacity to respond to disasters by strengthening partnership networks while building a corps of trained volunteer leaders with specific focus on managing unaffiliated volunteers in emergency situations.
* Support long-term recovery and sustainability by increasing organizational capacity to help individuals and families prepare and, in the case of disaster, more easily respond and recover from current events.
* Work with local agencies to ensure they have COOP plans in place.

***Key Responsibilities and Essential Functions***:

* Research, development and implementation of a community disaster preparedness education program that serves the needs of neighborhoods, individuals and non-profit agency partners.
* Design and develop volunteer projects such as neighborhood canvassing to provide literature to and promote general awareness of disasters, managing donation drives to collect and distribute items for personal or family preparedness kits for vulnerable populations, and developing individualized preparedness plans with individuals, families and youth.
* Organize and manage large scale Days of Service such as National Preparedness Month Neighborhood Block Parties, September 11 Day of Service and Kit Building Party Days.
* Conduct and facilitate participation in trainings such as the Citizen Corps’ Community Emergency Response Team training, American Red Cross Disaster Action Team (DAT) training and more.
* Recruit and train volunteers to be project leaders serving in disaster preparedness and relief capacities specific to managing spontaneous and unaffiliated volunteers.
* Research COOP training models through key community disaster experts and design a presentation designed to train community partners and ensure COOP plans are in place.
* Track and analyze volunteer data using volunteer management software
* Develop ongoing reports to demonstrate impact through volunteerism in the area of disaster.

***Experience / Position Requirements*:**

* Education: Bachelor’s Degree preferred
* Experience: Extra consideration given to individual with three years related experience in volunteer recruitment and management, community outreach, program management, training
* Experience with disaster preparedness, relief and recovery preferred
* Experience with program design and building new programs from the ground up
* Strong leadership skills, entrepreneurial drive and creativity
* Excellent oral, written and digital communication skills
* Respect for the importance of confidentiality
* This position requires some evenings and weekends
* Must have own vehicle and appropriate insurance- some fieldwork is required

***Professional Core Competencies Required***:

* Mission Focused: Creates real social change that leads to better lives and healthier communities. This drives performance and professional motivations.
* Relationship Oriented: Places people before process and is astute in cultivating and managing relationships toward a common goal.
* Collaborator (Includes teamwork and communication): Understands the roles and contributions of all sectors of the community and can mobilize resources (financial & human) through meaningful engagement. Strong supporter of a team environment.
* Results Driven: Dedicates efforts to shared and measurable goals for the common good; creating, resourcing, scaling and leveraging strategies and innovations for broad investment and impact.
* Brand Steward: Understands role in growing and protecting the reputation and results of the greater network.

**General Physical Requirements for Essential Functions of the Job:**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job the employee is regularly required to sit, talk, and/or hear. Continual use of the hands with wrist and finger movement using a keyboard is required*.* Specific vision abilities required by this job include long hours viewing a computer monitor screen. The employee may occasionally travel using personal vehicle and/or work outside normal office environment.

*This description is not designed to contain a comprehensive inventory of all responsibilities and qualifications required of all team members assigned to this position. It is intended only to describe the key elements relative to each section. Also, duties and/or requirements of this position may be modified, added or deleted at any time. This supersedes all descriptions previously written for the same position. Unique equivalent skills and experience may possibly substitute for required position requirements.*

*United Way of Northeast Florida is an Equal Opportunity Employer and a Drug Free Work Environment.*