



## VOLUNTEER POSITION DESCRIPTION

<b>Position Title</b>	<b>Disaster Relief Volunteer</b>
<b>Purpose</b>	Assist ADRN to provide relief to victims of disaster and help prevent, prepare for, and respond to emergencies
<b>Key Responsibilities</b>	<ul style="list-style-type: none"> <li>• Support ADRN mission and code of ethics policy</li> <li>• Provide timely response to disasters and assist victims</li> <li>• Respond to disaster scenes as assigned by <b>Disaster Relief Coordinator</b> within specific time constraints</li> <li>• Provide ADRN assigned services to disaster victims</li> </ul>
<b>Relationships</b>	Working with your Disaster Relief Coordinator (DRC)
<b>Qualifications</b>	<ul style="list-style-type: none"> <li>• Strong organizational, verbal, written communications skills</li> <li>• Ability to be team player</li> <li>• Able to respond at all hours or as scheduled with own transportation</li> <li>• Non-judgmental and aware of diversity issues</li> <li>• Able to maintain confidentiality with clients matters</li> </ul>
<b>Training</b>	<ul style="list-style-type: none"> <li>• 2.5 hour Orientation &amp; Training by American Red Cross</li> <li>• Introduction to Disaster Services</li> <li>• Shelter Operations</li> <li>• First Aid/CPR/AED certification (depending on your job role)</li> </ul>
<b>Reports to or Partners with</b>	Disaster Relief Coordinator (DRC) within your organization
<b>Length of Appointment</b>	Minimum of 6 months. Once trained may remain active as long as required training is updated.
<b>Time Commitment</b>	Can be on an availability and rotation schedule.
<b>Development Opportunities</b>	<ul style="list-style-type: none"> <li>• Be a valued member of a service that saves lives</li> <li>• Enhance personal organizational and leadership skills</li> <li>• Making impact on clients' lives</li> <li>• Being trained in Red Cross emergency response skills</li> </ul>

Once you have completed the Volunteer Application Form, you will be asked to submit to a criminal background check. To ensure everyone's safety, all volunteers and staff are required to clear a criminal background check prior to becoming an active volunteer with the organization. Background checks are completed online via a secure web site and require a social security number. Once your background check and application are in, you can begin to work with your DRC to be placed on a team in the area you want to volunteer.