



NAME: _____

EMAIL: _____

Volunteer Opportunities

Which Volunteer Positions are you potentially interested in (please check):

- Co-Disaster Relief Coordinator (DRC)** – work with your organizations lead DRC and become a liaison between organization and ADRN. Collect data and organize vital resources (church resources, facility availability), recruit and coordinate volunteer training and help implement ADRN disaster relief plan within your organization. Minimal training requirements are 2.5 hours of training through the American Red Cross, 2.5 hours of training through ADRN and 2-3 hours of FEMA NIMS training. Training is offered in August 2009. See job description document titled “DRC.”

- ADRN HUB Coordinator (HUBC)** - Responsible for coordinating training, disaster relief plan implementation and collecting of resource information with every Disaster Relief Coordinator (DRC) in an assigned geographical area. Responsible for compiling resource information reports for ADRN’s command center in the event of a disaster or disaster drill. Responsible for organizing and coordinating services, supplies, resources to assigned DRC’s in the event of a disaster or disaster drill. Responsible for developing long-term relationships with DRC’s in assigned geographical area. Minimal training requirements are 6 hours of training through the CASHP team, 2.5 hours of training through ADRN and 2-3 hours of FEMA NIMS training. Training is offered in August 2009. See job description document titled “Hub Coordinator.”

- Shelter Manager** - Responsible for providing supervision and administrative support for disaster relief actions within a public shelter. Responsible for ensuring the needs of shelter occupants are being met. Responsible for supervising volunteers as well as being able to answer common questions on a day-to-day basis. Minimal time requirements during a disaster can be up to 12 hours per shift (ask for ADRN employer consent form). Minimal training requirements are 6 hours of training through the Capital Area Hub Shelter Plan team (CASHP) and 2-3 hours of FEMA NIMS training. Training is offered in August 2009. See job description document titled “Shelter Manager.”

Note: If your church desires to open up an emergency shelter within the church facility and you desire to be a shelter manager for your churches intermediate shelter space within the facility (rather than become a shelter manager for a public shelter), you are minimally required to take the Red Cross Shelter Manager Training. This training is an 8 hour training session. You will not be required to take the CASHP training if you become a shelter manager for your church facility.

Shelter Staff – Support Shelter Managers by answering phones, directing evacuees, volunteers, purchasing supplies, setting up and closing the shelter, and meeting the emotional, spiritual and physical needs of those affected by disaster. Flexibility with job functions is important for this position. Minimal time requirements during a disaster can be up to 12 hours per shift (ask for ADRN employer consent form). Minimal training requirements are 2.5 hours of training through the American Red Cross. Training is offered in August 2009.

Neighborhood Watch Disaster Relief Coordinator (NWDRC) – Responsible for being the eyes, ears and hands for your neighborhood in the event of a disaster. Responsible to inform ADRN of your block or neighborhoods critical situation(s) and coordinate resources from ADRN. Responsible to meet the emotional, physical and spiritual needs of those affected by disaster within your block or neighborhood. Minimal time requirements would depend on the size and scope of the disaster in your neighborhood. All ADRN volunteers are automatically a NWDRC in the event that the disaster is local. Minimal training requirements are 3 hr through ADRN. Training is offered in August and September 2009.

Red Cross Shelter Nurse – When disaster strikes, volunteer disaster nurses are needed to meet emergency health needs of disaster victims. Disaster nurses provide these services in a variety of setting including: home or hospital visits, on site at disasters, in shelters and at service centers. Minimal time requirements during a disaster can be 6-12 hours per shift. Minimal training requirements are 8 hours of training through the American Red Cross. Training is offered in August 2009.

Pet Shelter Coordinator – Work with Animal Control and volunteer pet agencies setting up pet shelters and taking care of evacuee pets at assigned public shelters. Minimal time requirements are 3-12 hours per shift. Some training required (TBD).

Volunteer Resource Center Coordinator – Set up and close shelters, help train spontaneous volunteers, set up and close shelters including computer terminals, register volunteers, issue badges, assist with background checks, and schedule volunteers to work assignments.

Shelter Opening Teams – Set up shelters for Shelter Manager and Team. Ensures all of the necessary tools are provided for the managers and staff. Minimal time requirements are 6-12 hours per shift. Training TBD.

Call Center Volunteer – Answer phones at the Red Cross Call Center, directing clients, volunteers and media with information. Minimal time requirements are 3-6 hour shifts. Training provided onsite.

Transportation Volunteer – Providing transportation for clients and delivering supplies to shelters. This position will also include purchasing and picking up supplies. No training required. As needed.

Food Preparation – Prepare meals for clients and volunteers. No training required. As needed.

Construction (specific trade:_____) **Special Needs Care** **Child Care**

Provide Financial Support **Sponsor Individual/Family in Need** **General Volunteer**