

Position Title: Planning & Preparedness Coordinator

Reports to: Chief Program Officer

Location: 1. Chenango, Otsego, and Delaware Counties

2. Broome, Tioga, Tompkins and Cortland Counties

3. Steuben, Schuyler, Chemung Counties

POSITION SUMMARY: The Planning & Preparedness Coordinator is the primary coordinator for all activities regarding Disaster Preparedness Education. This includes coordinating with local schools, businesses, churches, community groups and the general population to provide educational opportunities and activities focusing on preparing for local disasters within the home and public places. This position is also responsible for overseeing volunteers interested in teaching disaster preparedness education. These positions are through the AmeriCorp program and are part-time.

KEY FUNCTIONS & RESPONSIBILITIES:

- Develop and execute advertisement campaign for free disaster preparedness programs such as Be Red Cross Ready, Pandemic Flu, First Aid and Preparedness and Masters of Disasters.
- Participate in presenting existing disaster preparedness programs and research/develop new programs.
- Recruit, train, and provide guidance to disaster preparedness education volunteers in a professional and courteous manner.
- Create and maintain interactive, educational displays focused on disaster preparedness and oversee activities at health and information fairs and other community events.
- Organize community events revolving around preparedness by partnering with other emergency and response organizations.
- Input and access data regarding Disaster Preparedness Education to generate reports and answer inquiries.
- Perform other duties as required.

EDUCATION AND SKILLS REQUIRED: College degree required with 1 year of relevant experience. Computer literate, strong communication, public speaking, leadership, organizational skills and confidentiality required.

COMPENSATION: AmeriCorps is a part-time service opportunity where members must fully commit to 900 hours of service. In return for service, members are given a small living stipend of \$5,000, paid bi-weekly, and are offered benefits such as basic health care and child care supplement. At the completion of their service, members are provided with an education award of \$2,362 for previous or future education of up to seven years.