

AMERICAN RED CROSS IN GREATER NEW YORK

JOB DESCRIPTION

The position description is a guide to the critical duties and essential functions of the job, not an all-inclusive list of responsibilities, qualifications, physical demands and work environment conditions. Position descriptions are reviewed and revised to meet the changing needs of ARC/GNY at the sole discretion of management.

TITLE: Regional Coordinator, NYS Citizen Preparedness Program

REPORTS TO: Program Manager, NYS Citizen Preparedness Program

DIVISION/LOCATION: American Red Cross in Greater New York/Endicott, New York

POSITION: Full-Time/grant funded

PRIMARY FUNCTION/PURPOSE:

Coordinates the American Red Cross in Greater New York (ARC-GNY) New York State (NYS) Citizen Preparedness Programs at the regional level. Serves as the Regional Preparedness Liaison for regional and community chapters of the American Red Cross (ARC), office of Emergency Management and Community Based Organizations (CBOs). Develops partnerships with regional and local leadership to strengthen overall citizen preparedness. Develops and implements citizen preparedness initiatives, including recruiting and training volunteers. Coordinates special events and meetings.

PRIMARY RESPONSIBILITIES:

1. Ensure the goals and objectives of the grant are completed at the regional level;
2. Serves as the American Red Cross lead to local government and non-government entities interested in citizen preparedness including training and mobilizing volunteers to support disaster preparedness and response activities within the respective SEMO Regions;
3. Cultivates the development of Citizen Corps Councils or other preparedness councils as deemed by local and county officials, emergency responders and voluntary agencies;
4. Assist local, regional and State Emergency Management Office and American Red Cross chapters in the development and facilitation of Spontaneous Volunteer Management training and exercises;
5. Plans and coordinates meetings with CBOs, American Red Cross chapters, local and government agencies to implement and/or facilitate local and or/regional citizen preparedness initiatives which may include conducting, tracking and reporting on these CPP initiatives;

6. Identifies potential volunteer resources and assists in making presentations on citizen preparedness with the American Red Cross and/or other disaster preparedness volunteer opportunities;
7. Assists with implementing a statewide preparedness training conference;
8. Writes weekly and quarterly program reports as well as completes various administrative forms and tasks;
9. Participates in classes, including Federal Emergency Management Agency (FEMA), ARC online courses as well as other trainings conducted throughout the contract period;
10. Performs other duties and special projects as required;
11. Assists in disaster response on an as needed basis.

SECONDARY RESPONSIBILITIES:

Attends meetings and disaster-related classes offered by local, regional and National American Red Cross chapters, local emergency Management agencies, NYS Emergency Management office, and Federal Emergency Management Agency.

PRINCIPAL RELATIONSHIPS:

Regular contact with regional and local Emergency Management Offices, community groups, Citizen Corp. Councils and affiliates, government agencies and employees and volunteers on American Red Cross chapters.

QUALIFICATIONS:

Education: Bachelor's degree or equivalent work experience.

Experience: Two to three years of experience in public administration, community organization and/or program management. Demonstration of community collaboration skills working with CBOs, government and for profit agencies required. Experience working with volunteers or serving in a volunteer capacity strongly preferred. Working knowledge of/or experience in emergency management, state and local government preferred.

Related Skills: Excellent communication skills both oral and written with public presentation skills. Good interpersonal relations skills in order to foster cooperative working relationships. Ability to manage multiple tasks simultaneously. Experience with office systems; MS-Office preferred. Excellent organizational skills with superior attention to detail.

Other Requirements (including Physical Demands):

This regional position requires travel throughout the service territory which could consist of a minimum of ten (10) counties. Some business outside New York State is required.

Flexible hours including night and weekend assignments as required.

Frequent day travel with some overnight travel required.

Must possess a valid driver's license from the state of residence and must be familiar with New York State traffic laws and regulations.

Must have own automobile for business use.

Revised 9/29/09