

Volunteer Positions: Disaster Volunteer Management Team (DVMT)

The goal of the Disaster Volunteer Management Team is to enhance the chapter's disaster volunteer program. The DVMT will help identify, train, place, promote and deploy disaster volunteers in the chapter jurisdiction and to large, nationally-funded disasters.

Many of the positions on the DVMT will transition to the Staff Services functions of the Disaster Services Human Resources (DSHR) system during times of chapter response to large disasters. Membership in the Staff Services Group is not a requirement to be on the DVMT – just a desire to help the chapter increase readiness, to help disaster volunteers in their career, and to help ensure effective response to disasters.

Position Descriptions

The following 9 volunteer positions are open at both chapter locations – North Charleston and Bluffton. More than one person can be on each position in the DVMT (and volunteers can work on more than one position, too). At least 2 people for each position, at each location, is needed:

- **Recruitment and Placement:**
 - This position is tasked with interviewing, screening, and placing new disaster volunteers in a disaster services program area.
 - This position requires a broad knowledge of all disaster services programs (DSHR Groups and Activities, DAT, CDE, back office support), and the training and experience requirements for them, to effectively guide new volunteers into the areas where they would like to function.
 - This position often provides for the first contact with volunteers after their initial New Volunteer Orientation.
- **Disaster Planning:**
 - This position helps develop plans to obtain adequate volunteers to meet the risks identified in the chapter's response plans.
 - This position may include analysis of current staff levels for the identified risks and make recommendations for targeted recruitment.
 - This position will work closely with Leadership at both chapter offices and plan for region-wide needs.
- **Data Management:**
 - This position manages disaster volunteer records and files, and includes web-based, electronic and paper records.
 - This position ensures accurate and complete records are maintained, and also reports on trends and periodic data.
 - This is more than data entry – it requires an ability to manage personnel records the steps and process required to ensure accuracy.
- **Staff Wellness:**
 - Ensures a healthy workforce is available to respond to disasters. Includes checks of disaster volunteer and employee Health Status Records and may include health interviews with disaster personnel.

- Members of this position are required to be current, licensed Red Cross nurses.
- Deployment:
 - Adequately prepares and deploys DSHR members to disasters outside of the chapter's jurisdiction, and receives and supports visiting DSHR members into the chapter jurisdiction for large disasters.
 - This position may be on-call if there are large disasters occurring where we will need to receive and fulfill recruitment requests.
 - Experience in the Staff Services DSHR Group is recommended.
- Training & Exercises:
 - Recruits, prepares and assigns chapter-affiliated disaster volunteers for training and exercises conducted by the chapter or by our community partners.
 - Experience as a current disaster services instructor and/or in exercise design and management is desired but not required.
- Response to large disasters:
 - Implements the required tasks to obtain recruit, assign and support disaster volunteers and employees during a chapter-managed response to a large disaster.
 - This position requires knowledge of the DSHR Groups and Activities to ensure proper assignment of disaster staff.
- Retention & Career Development:
 - Develops and implements methods to keep volunteers interested and involved during “down times” and determine what their long-term goals of participation are – and how to get there. Also identifies volunteers for promotion.
 - This position requires a broad knowledge of all disaster services programs (DSHR Groups and Activities, DAT, CDE), and the training and experience required, to effectively develop volunteers in their careers.
- Recognition:
 - Develops ways to thank and honor disaster volunteers and employees for their contributions of time and talent to the disaster program.
 - Works closely with the Office of Volunteers and Youth.

Staff support, logistics

Each of these positions is directly supported by a member (or members) of the Emergency Services/Volunteer Services staff.

Some of these positions will involve many volunteer team members, across both chapter offices, and may need to periodically meet as a committee to accomplish goals. A position Leader may be identified to manage the particular team.

For those positions that indicate a requirement or recommendation of prior experience – these can be taught (except for the nurse requirement for the Staff Wellness positions).