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The following Volunteer Positions are available:

**Daily Disaster Response (Chapter-wide)**

Disaster Action Team (DAT) (many positions)
The DAT provides 24/7 response to local disasters, including house fires and wildfires, and the initial response to tornadoes, floods and other disasters. The DAT members generally respond within their assigned geographic area, as part of a 2-4 person team. Training/experience recommended: DAT Orientation for the jurisdiction in which you respond, Client Casework: Providing Emergency Assistance class, and online Client Assistance System training for later advancement.
Joyce Gambrell (Charleston) – Joyce.Gambrell@redcross.org
Carl Statham (Bluffton) – Carl.Statham@redcross.org

**Community Outreach**

Community Disaster Education (CDE) team (many positions)
Seek and coordinate community needs for disaster preparedness information. Provide information at community events or in direct presentations to audiences. Provide outreach of Red Cross services to the community.
Training/experience recommended: CDE Presenters workshop, public speaking (for some positions), event management.
Joyce Gambrell (Charleston) – Joyce.Gambrell@redcross.org
Carl Statham (Bluffton) – Carl.Statham@redcross.org

Military Outreach (10+ positions)
Provide outreach to the military community (military units, Family Readiness Groups, military-support and partner organizations) and brief them on Red Cross Services to the Armed Forces (SAF).
Training/experience recommended: Basic SAF outreach procedures. Previous military experience or familiarity is helpful.
Jeanne Carmichael – Jeanne.Carmichael@redcross.org

**Volunteer Management**

All positions: Lisa Miller-Wills – Lisa.Wills@redcross.org

Coordinator of Disaster Volunteers (1 position)
Provides overall, chapter-wide guidance and direction for the management of disaster volunteers, including placement of volunteers, communications of routine and emergency information, volunteer recruitment and retention, and volunteer opportunities. Heads the Disaster Volunteer Management Team (DVMT), and is a member of the Volunteer Services Advisory Committee. Works under the Volunteer Services Department.

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Training/experience recommended: Human resources, personnel supervision, previous non-profit volunteer coordination. Disaster Frontline Supervision and Simulation classes.

Disaster Volunteer Management Team (DVMT) (5-6 positions)
Identify and place disaster volunteers into their volunteer positions.
Helpful experience: previous planning or project management. Human resources experience. Training/experience recommended: Familiarity with Red Cross DSHR or disaster response operations. Disaster Frontline Supervision class.

Local Community Volunteers (LCV) (5-6 positions)
Responsible for the recruitment, placement, training, processing, assignment and recognition for all volunteers (spontaneous, unaffiliated) who respond from within the disaster-affected area.
Training/experience recommended: Personnel/team scheduling and some training experience helpful.

Staff Planning and Support (SPS) (5-6 positions)
Staff Support: in/out-processing, lodging, travel, and funding. Responsible for coordinating staffing needs with other activities.
Training/experience recommended: Personnel/team scheduling, personnel travel and job placement.

Staff Relations (SR) (3-4 positions)
Provide HR management services for both volunteers and staff, as appropriate, during disaster relief operations.
Training/experience recommended: Previous human resources experience helpful.

Staff Wellness (SW) (10+ positions)
Ensure a healthy workforce by providing physical and mental health services. Determine appropriate staff assignments according to current health status.
Required licensure: RN, MD, DO.
Required training: Psychological First Aid class, Staff Wellness class.

Training (TR) (10+ positions)
Provide consultation, tools and training to support the other activities and the field in service delivery. May train large groups of new volunteers during disasters.
Training/experience recommended: Experience with teaching/training, learning management systems (LMS), group facilitation.

Office/Program Support
All positions: Lisa Miller-Wills – Lisa.Wills@redcross.org

Front Desk Receptionist (8-10 positions – Bluffton and Charleston)
Provide initial contact for the community who visit or call the office. Provide assistance to staff on various projects.
Training/experience recommended: Training on office equipment is provided. Minimum of 4 hours/week preferred.
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Health and Safety program support (2 positions – Bluffton)
Assist in the everyday operation of the Health and Safety program. Marketing of program is part of this position, which requires data entry, internet research, and phone calls to customers.
Training/experience recommended: Sales/customer service and familiarity with Red Cross Health and Safety program (First Aid, CPR, etc.).

Special Projects
All positions: Joyce Gambrell at Joyce.Gambrell@redcross.org

Community Mapping (2-3 positions)
Develop mapping and reference materials to track local disasters, volunteers, and resources via various map products. Results will be used as part of planning and community-needs analysis. May be member of Disaster Assessment team during disasters.
Training/experience recommended: Familiarity with web-based mapping/information tools, databases, and data display methods.

Emergency Communications Planner (2-3 positions)
Develop plans for communication with Disaster Volunteers prior to and during disasters of all types and sizes. May use both internal (Red Cross databases and communications systems) and external (media and partner resources) methods of communication and notification. Initiates and manages outreach to volunteers during disasters, before official response headquarters is established.
Training/experience recommended: Planning, communications systems, project management, volunteer/staff coordination.

Disaster Planner (4+ positions)
Assist Emergency Services department staff and leadership volunteers to develop plans for effective, timely response to disasters of all sizes/types. Analyze the community for disaster risks. Coordinate plans with external agencies.
Training/experience recommended: Planning or project management experience, familiarity with the communities we serve.

Training and Exercise Management (5+ positions)
Manage training data, instructors, students, training supplies/equipment, and classrooms. Develop schedules and post results via the web or other means. May involve exercise design and conduct.
Training/experience recommended: Exercise design and management, database management, web-based learning management systems, event logistics.

Emergency Casework/Casework Support

Data Management: Casework and Disaster Incidents (2-3 positions, per office)
Create, update, and close disaster incidents and disaster cases associated with the incident using web-based programs, including the Client Assistance System (CAS). Provide periodic reconciliation of financial casework tools (Client Assistance Cards and
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Disbursing Orders), including closure of tools at the end of the casework period.
Transfer data to other reporting programs; run periodic reports.
Tasks for this position are often needed 1-2 times per week, for approximately 2-5 hours each. Positions are part of a team of casework data managers.
Training needed: Client Casework class, online CAS courses.
Joyce Gambrell (Charleston) – Joyce.Gambrell@redcross.org
Carl Statham (Bluffton) – Carl.Statham@redcross.org

Military Emergency Caseworker (many positions)
Support emergency communications needs of our military members and their families.
Close cases in SAF Self-Service database.
Training/experience recommended: Basic Casework training online. Need access to home computer; attend monthly caseworker update meetings. Able to use casework guidelines to provide family assessments for resources and referrals if indicated.
Jeanne Carmichael – Jeanne.Carmichael@redcross.org

Disaster Client Casework (CC) (many positions)
Evaluate disaster-caused needs, provide services and referrals, and maintain records for clients. This is the main position on a DAT response.
Training/experience recommended: Client Casework class, online Client Assistance courses.
Joyce Gambrell (Charleston) – Joyce.Gambrell@redcross.org
Carl Statham (Bluffton) – Carl.Statham@redcross.org

Disaster Mental Health (DMH) (many positions)
Provides crisis interventions, mental health screening and assessment, emotional care and support, psychosocial education and mobilization.
Training: Foundations of Disaster Mental Health, Psychological First Aid, Client Casework: Providing Emergency Assistance. To be eligible as a Disaster Mental Health volunteer for either local or national relief operations, an individual must have an active, unencumbered, and unrestricted state license issued by a state or U.S. territory licensing board.
NOTE: A state certification is allowable as noted in criteria B shown below.
In addition to the requirements above, the individual must:
A. Have an independent license (license to practice without supervision) and master’s degree as a clinical social worker, psychologist, professional counselor, marriage and family therapist, psychiatric nurse, or psychiatrist OR
B. Have a state license or state certification and master’s degree as a school psychologist or school counselor issued by a state board of education (this is an expansion to the DMH eligibility requirements cited in 2008) OR
C. Have a state license and a bachelor’s degree (BSN) as a registered nurse and American Nurses Credentialing Center (ANCC) certification for psychiatric and mental health nursing to include RN-BC or PMHNP-BC or PMHCNS-BC. Exception: An individual enrolled in the DMH program in DSHR prior to the issuance of this requirement who does not meet these new educational requirements and clarified eligibility criteria (independent licensure or nurse certification) can continue to work in the DMH activity given good standing with his/her chapter and a positive performance history while working on local and/or national relief operations.
Barbara Melton – bmelton@honesc.com

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Disaster Health Services (HS) (many positions)
Provide assistance to meet disaster-caused emergency health needs, such as medications, medical equipment, treatment, and health recovery information.
Required licensure: RN/NP, LPN/LVN, EMT, CNA, Student Caregiver, MD/DO.
Required training: CPR/AED for the Professional Rescuer, Health Services Response Workshop, Client Casework: Providing Emergency Assistance, online Client Assistance Cards courses.
Eileen Hadbavny (Charleston) – Eileen.Hadbavny@redcross.org
Jane Binns (Bluffton) – jebbinns@aol.com

Mass Care
All positions:
Joyce Gambrell (Charleston) – Joyce.Gambrell@redcross.org
Carl Statham (Bluffton) – Carl.Statham@redcross.org

Sheltering (many positions)
Provide congregate care for people displaced due to a disaster. Shelters are typically in schools, churches, and community centers. May function as part of a team or as the shelter manager.
Training/experience recommended: Shelter Operations class, Shelter Simulation class, Basic Food Safety online course.

Feeding (many positions)
Provide snacks, meals, drinks and water using Emergency Response Vehicles (ERVs) or other vehicles on routes within the impacted area or at fixed locations such as shelters or other service sites. Provide canteen services at apartment fires, wildfires, etc.
Training/experience recommended: Basic Food Safety online course, ERV: Ready, Set, Roll class.

Bulk Distribution (BD) (many positions)
Provide more than one item to more than one individual at one time. Traditionally this has been clean up items, flashlights, food coolers, gloves, etc.
Training/experience recommended: Bulk Distribution class.

Safe & Well Linking (SWL) (many positions)
Facilitates notification from “inside” to “outside” disaster-affected areas. Performs searches for people with pre-existing health conditions in a disaster area.
Training/experience recommended: Safe & Well Linking Overview online course.

Information Management and Support
All positions:
Joyce Gambrell (Charleston) – Joyce.Gambrell@redcross.org
Carl Statham (Bluffton) – Carl.Statham@redcross.org

Disaster Assessment (DA) (many positions)
Gather, analyze, interpret, and distribute accurate and timely information about the extent and scope of disaster damage. May be field-based, on a mobile DA team, or at a headquarters location. Some gathering of data can be done from home.

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Training/experience recommended: Disaster Assessment Basics class, familiarity with maps, online research, Excel or similar programs.

Information Dissemination (ID) (4-5 positions)
Captures data and information from a multitude of sources to analyze, synthesize, organize into logical formats, and disseminate reports internally.
Training/experience recommended: Familiarity with databases and computer programs. Ability to collaborate with various groups to consolidate information.

Financial & Statistical Information (FSI) (4-5 positions)
Obtain and manage accurate, timely and consistent statistical and financial information.
Training/experience recommended: Familiarity with Excel and related data programs.

Finance (FIN) (4-5 positions)
Ensures the established control structure for relief operations is operating effectively to reduce financial risk during a DRO.
Training/experience recommended: Budgeting and other business or nonprofit financial management skills.

External Relations
All positions:
Joyce Gambrell (Charleston) – Joyce.Gambrell@redcross.org
Carl Statham (Bluffton) – Carl.Statham@redcross.org

Government Operations (LG) (10+ positions)
Coordinate services with local, state, federal, and Tribal government partners, as well as internal ARC partners, for the benefit of disaster victims.
Training/experience recommended: Training: Emergency Operations Center course, FEMA IS 100, 200, 700 & 800 online courses. Experience working with emergency management, local/state/federal/tribal governments.

Community Partnerships (CPS) (10+ positions)
Ensures interests, needs, concerns, and resources of individuals and organizations representing a broad array of groups are represented on a disaster.
Training/experience recommended: Experience working with faith-based, non-profit, community or business groups.

Disaster Public Affairs (PA) (5+ positions)
Write press releases, take photographs, represent the Red Cross in the Joint Information Center, coordinate VIP visits, and produce internal communications products, such as newsletters. Training/experience recommended: Disaster Public Affairs - the Local Response class.

Disaster Fundraising (FR) (3-4 positions)
Develop a Disaster Fund Raising strategy appropriate for the event; participate in the implementation of the Disaster Fund Raising plan.
Training/experience recommended: Additional training will be provided if selected.
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**Logistics**  
All positions:  
Joyce Gambrell (Charleston) – Joyce.Gambrell@redcross.org  
Carl Statham (Bluffton) – Carl.Statham@redcross.org

Facilities (FAC) (10+ positions)  
Manage the facilities and systems required to support disaster operations. Look after and keep in good condition all appropriate resources.  
Training/experience recommended: Commercial real estate management experience, facility management. Identification and assessment of facilities to use as shelters.

In-kind Donations (IKD) (5-6 positions)  
Fundraise or source for in-kind materials and supplies required for Disaster Relief Operations.  
Training/experience recommended: In-Kind Donations (IKD) Workshop.

Warehousing (WHS) (10+ positions)  
Manage the inventory of materials and supplies required for the DRO. Distribute, transport and/or install, as appropriate, materials and supplies.  
Training/experience recommended: Previous warehousing or inventory control experience.

Transportation (TRA) (10+ positions)  
Look after and keep in good condition all appropriate resources, including, but not limited to, rental and national vehicles, wheeled storage and refrigerated units.  
Training/experience recommended: Maintenance, tracking, scheduling and assignment of vehicles to personnel. Logistics class.

Life Safety & Asset Protection (LSAP) (5-6 positions)  
Provide environment that is as safe and secure as is reasonably possible.  
NOTE: This is not a law enforcement position.  
Training/experience recommended: Familiarity with OSHA standards for workplaces.

Procurement (PRO) (10+ positions)  
Procure and/or replenish purchased or in-kind materials and supplies required for DRO.  
Training/experience recommended: Previous military, non-profit or business procurement experience.

Supply (SUP) (10+ positions)  
Provides disaster response activities with a conduit for gathering and disbursing supplies into disaster relief operations.  
Training/experience recommended: Previous military or business supply-chain management is helpful.

**Communications/Technology**  
All positions:  
Joyce Gambrell (Charleston) – Joyce.Gambrell@redcross.org  
Carl Statham (Bluffton) – Carl.Statham@redcross.org

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Computer Operations (RCO) (many positions)
Handles all desk equipment (phones, computers, etc) from arrival to setup at Disaster Relief Operation (DRO). Provides systems support during preparedness activities. Secure and manage computer equipment needed.

Communications (RCM) (many positions)
Handles all two-way radio and traditional phone service on disaster relief operations. Supports chapter readiness during exercises and training. Coordinates with external radio operators. Training/experience recommended: amateur radio, dispatch experience, satellite communications systems.

Networking (RNT) (5-6 positions)
Handles connectivity between DRO locations and headquarters. Manage communications trailer/satellite systems during preparedness.

Customer Service (RCS) (5-6 positions)
Supports end-users and issues equipment (including cell phones) to workers. Communications asset management and control, ability to resolve equipment needs.