

**SAMPLE VOLUNTEER POSITION DESCRIPTION  
CHAPTER/UNIT NAME**

<b>Location</b>	
<b>Position Title</b>	Disaster Services Chair
<b>Purpose</b>	Assist Red Cross in delivering mission to provide relief to victims of disaster and help prevent, prepare for, and respond to emergencies
<b>Key Responsibilities</b>	<ul style="list-style-type: none"> <li>• Willingness to support Red Cross Mission</li> <li>• Provide leadership for the Disaster volunteers and consult with Emergency Services Director to assist with the co-leadership responsibilities for development &amp; delivery of disaster services in chapter</li> <li>• Confer with Emergency Services Director on weekly basis to discuss department needs and services</li> <li>• Provide supervision support to DAT Captains/Leads</li> <li>• Develop and implement local DAT schedule and training</li> <li>• Serve as liaison to local community emergency officials</li> <li>• Conduct Disaster Services committee and key leadership meetings</li> <li>• Serve as representative on Chapter Service Delivery Committee</li> </ul>
<b>Relationships</b>	Service Delivery Committee Chair. Emergency Services Director, DAT's leadership and members
<b>Qualifications</b>	<ul style="list-style-type: none"> <li>• Experience as a DAT Captain</li> <li>• Ability to lead disaster volunteers</li> <li>• Good organizational, verbal and written communication skills</li> <li>• Completed all required disaster training</li> </ul>
<b>Training</b>	<ul style="list-style-type: none"> <li>• Orientation to American Red Cross</li> <li>• Introduction to Disaster Services</li> <li>• Damage Assessment, Mass Care, Shelter Operations, Shelter Stimulation</li> <li>• First Aid/CPR/AED certification</li> <li>• Family Services: Providing Emergency Assistance</li> <li>• Supervision in Disaster</li> <li>• Administrating a Small Disaster Operation</li> </ul> <p>Recommended: <i>Serving The Diverse Community; Working Together: Paid and Volunteer Staff Relationships</i></p>
<b>Appointed by</b>	Emergency Services Chair and/or Director
<b>Reports to or Partners with</b>	Chapter/Unit Board Chair and Emergency Services Chair and/or Director
<b>Length of Appointment</b>	1-year term. May be reappointed for a maximum of 3 consecutive years
<b>Time Commitment</b>	3-4 hours per week
<b>Development Opportunities</b>	<ul style="list-style-type: none"> <li>• Leadership in high profile service of Red Cross</li> <li>• Enhance personal organizational and leadership skills</li> <li>• Being trained in Red Cross emergency response skills</li> </ul>

I understand the responsibilities and qualifications of this position, and agree to fulfill them to the best of my ability.

\_\_\_\_\_  
Print Name

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

Revised date \_\_\_\_\_