



AmeriCorps Project Conserve 2020 Service Description



Service Description

AmeriCorps Position Title: Preparedness & Outreach Team Member
Host Site: American Red Cross serving Western North Carolina

Supervisor Name: Megan Robinson
Supervisor Title: Executive Director
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Mailing Address (if different):

Phone: 828-575-8834
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Website: www.redcross.org

Host Site Mission Statement:

Summary of Position:

This position will help prepare our community for home fires, and other natural disasters (e.g. hurricane, floods, wildfires) especially in light of COVID-19 through targeted outreach and preparedness presentations, as well as support our regional Greater Carolinas team in reaching preparedness goals in this changing environment.

Qualifications – Knowledge, Skills, and Abilities:

- Enthusiasm about the Red Cross mission and programs
- Working knowledge, or strong desire to learn about, emergency preparedness; including protective actions for various hazards, especially in light of COVID-19
- Flexibility and willingness to teach new ideas and concepts
- Strong organizational skills and ability to follow through with minimum supervision
- Excellent communication skills, including public speaking
- Dynamic personality that relates well to diverse groups
- Reliable, punctual, good time management skills
- Ability to complete reports and conduct follow-up with sites in a timely manner
- Ability to problem solve and be flexible with program changes, regional changes, etc.
- Demonstrated ability to read, understand, and review program guidelines and tools
- Comfortable presenting an interactive curriculum at an age-appropriate level
- Eligible applicants must be at least 18 years of age, be a citizen, national, or lawful permanent resident alien of the United States, and consent to a criminal history check.

Preferred Service Hours / Weekly Schedule:

90% of work done Monday – Friday between standard business hours; 10% nights and weekends (depending on scheduled presentations)

PLEASE NOTE: In addition to fulfilling host site service responsibilities, all Project Conserve members are required to fully participate in team trainings and events (1 – 2 times per month)

Position Responsibilities and Duties:

- Provide appropriate preparedness programming within a community, to assist community members to prepare for home fires, and relevant natural disasters (e.g. hurricane, floods, wildfires).
- Support the annual preparedness goals, RDO objectives, and regional/chapter preparedness plan through participation in meetings.
- Provide age-appropriate presentations to the community based on Presenter's age group preference: Grades K-2 – Prepare with Pedro, Grades 3-5 – Pillowcase Project, Grades 6-12 – Preparedness Presentations as requested, Adults – Be Red Cross Ready, Adults – Citizen CPR
- Assist in developing community contacts, meeting with partners and scheduling presentations as needed to drive preparedness in the community.
- Conduct inventory, procure and/or receive necessary preparedness supplies.
- Ensure proper reporting of presentation events are completed and forwarded in a timely manner.

ESSENTIAL FUNCTIONS

Equipment / Software Used: Microsoft Suite, Microsoft Teams, online presentation platforms

Physical Demands: none

Transportation Needs: none

Setting/Location of Service Activities: Virtual for the foreseeable future

Other Considerations: