



# VOLUNTEER STAFF POSITION

## “Red Cross Ready Program Volunteer”

### VOLUNTEER DESCRIPTION

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POSITIONS	Volunteer “Red Cross Ready” Educator (6 Positions Available)
CLASSIFICATION	Volunteer Position – Non-Paid
DEPARTMENT	Office of Emergency Management – Menlo Park Fire District
LENGTH OF APPOINTMENT	1-year minimum commitment
VOLUNTEER POSTING	3/1/2021
APPLICATION CLOSES	4/1/2021

#### NEIGHBORHOOD PREPAREDNESS OUTREACH:

Are you interested in helping your neighborhood and community prepare for disasters? We are looking for community members within the Fire District to serve as “Red Cross Ready Program Volunteers” in the Office of Emergency Management (OEM). Our volunteer educators will be trained to provide emergency preparedness education to the community through delivering the “Red Cross Ready” Program. This 90-minute presentation is an all-hazard based training that covers what to do BEFORE, DURING, AND AFTER a disaster.

#### VOLUNTEER FUNCTIONS:

- Willing to delivering (2) Red Cross Ready presentations per month.
- Attend regular volunteer training events and meetings when necessary.
- Assist with marketing any upcoming Red Cross Ready training opportunities Districtwide.
- Answer preparedness questions from the community related to Red Cross Ready Program.
- Ability to maintain class registration information in order to process training certifications/ and delivery personal preparedness bags.

#### VOLUNTEER REQUIREMENTS:

- High school education or equivalent. Ability to work effectively with the public, other employees and agencies. We encouraged individuals with interest in Emergency Management profession or Public Safety to apply. Support the Fire District mission & values.
- Ability to effectively deliver public education/training to a wide variety of audiences.
- Strong communication, public speaking and interpersonal skills.
- Punctual and dependable
- Display a high level of professionalism and diplomacy.
- Willingness to volunteer weekdays 8-5PM (if available), weekday nights, and occasional weekends.
- Reliable method of transportation (includes public transportation).
- Valid Driver’s License or CA state-issued identification

#### IMPORTANT INFORMATION:

Non- strenuous activities. Trainings are delivered online at the time but may require the volunteer to deliver in-class sessions when safe to do so. Interviews will be scheduled one week after the closing date and prior to onboarding all selected volunteers will require a background check.

#### INTERVIEW/ APPLYING:

Please send your resume and interests for this position to Ryan Zollicoffer (Disaster Response Manager) [ryanz@menlofire.org](mailto:ryanz@menlofire.org) by no later than April 1, 2021. Questions related to this volunteer posting can be made at 650-323-0195.