

VOLUNTEER POSITION DESCRIPTION

Location	Pikes Peak Chapter
Job Title	Coordinator of Disaster Volunteers (CDV)/Records
Purpose	Maintain list of constantly changing volunteer information to ensure the effective and efficient deployment of human resources in the furtherance of the goals of providing relief to those affected by disasters and helping people prepare for and respond to emergencies.
Key Responsibilities	<p>Continuous updating of volunteer information. Information should include, but not be limited to the following:</p> <ul style="list-style-type: none"> • Record all Disaster Volunteers • Keep accurate records • Ensure all documentation is complete • Ensure all required classes are taken by volunteer • Record all training classes taken by volunteers • Enter all information into database to be accessible by Chapter Staff and Leadership Volunteers
Relationships	Chapter disaster employees and volunteers
Qualifications	<ul style="list-style-type: none"> • Pass Mandatory Background Check • Become a DSHR Member • Willingness to support Red Cross Mission • Commitment to the Red Cross and the Disaster Services Program • Aptitude and willingness to work with diverse groups of people • Ability to balance multiple priorities • Basic knowledge of Microsoft computer programs
Training	<ul style="list-style-type: none"> • Orientation to American Red Cross • Fulfilling our Mission: Translating Your Compassion Into Community Action <p>Recommended: <i>Working Together-Paid and Volunteer Staff Relationships</i></p>
Appointed by	Emergency Services Coordinator and/or Chair
Partners with	Chapter Volunteer Coordinator, Chapter Emergency Services Coordinator and CDV/Staffing and Training
Length of Appointment	Minimum of 1 year. Reappointment is based on mutual agreement and successful achievement of key responsibilities.
Time Commitment	<ul style="list-style-type: none"> • Commit to regular schedule (e.g 1-2 days per week) • Attend necessary meetings
Development Opportunities	<ul style="list-style-type: none"> • Leadership in Red Cross service that saves lives • Enhance personal organizational and leadership skills • Additional opportunities for expanded Red Cross involvement

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