



# **NATIONAL PREPAREDNESS & RESPONSE CORPS**

*(AmeriCorps National Service)*



## **CORPS MEMBER POSITION DESCRIPTION**

**Reports to:** NPRC Site Supervisor, Julie Jeakle  
American Red Cross, Santa Barbara County Chapter

**Department:** Youth Services

**Date Prepared:** May 20, 2008

### **POSITION SUMMARY**

Serving alongside paid and volunteer staff, provides direct service to clients of the American Red Cross through the accomplishment of National Preparedness & Response Corps goals and objectives. Major duty: To provide children ages 5-12 with information on the science behind disasters and how to be safe before, during and after disasters occur. Position requires individuals to provide assistance on local and national disaster relief operations.

### **MAJOR DUTIES**

- Acts as part of a team to complete NPRC goals and objectives.
- Coordinates in collaboration with others a special project relating to the accomplishment of NPRC goals and objectives.
- Participates in member development activities of the NPRC Corps.
- Completes NPRC Member Hour/Activity report.
- Completes NPRC member portfolio.
- Performs other duties as requested by site staff related to the principal duties and responsibilities of the National Preparedness & Response Corps program.

### **SITE/DEPARTMENT SPECIFIC RESPONSIBILITIES**

NPRC members will provide age-appropriate and culturally aware Community Disaster Education presentations in high-risk areas in Santa Barbara County with a goal of increasing awareness and knowledge of disasters and other emergencies while influencing behavior changes in service recipients. Specific focus on children grades K-8.

Responds on national disaster assignments as part of the DSHR system

Serves in Volunteer Management- recruiting, training and mentoring volunteers.

NPRC members will expand community resources, develop new contacts, bridge the gap between surrounding community agencies and effectively service all clients. These NPRC members would network with the agencies via telephone, agency visits meetings at our Chapter and on-going research. The project will enhance the skills of the volunteer in Community Development, Program Development, Networking and Social Administration. The project will develop the skills of a NPRC member and enhance the capabilities at the Red Cross.

Complete projects within the scope of each rotation (Social Services, programs and Disaster Services) that enhance service delivery.

## REQUIREMENTS

### Education:

High School diploma or GED.

### Experience:

Previous experience and success working with diverse populations

Previous experience working with children

At least one year of volunteer or community service experience

Additional experience to be determined by site

### Knowledge, Skills and Abilities:

Excellent organizational skills

Excellent interpersonal, oral and written communication skills

Public speaking and group facilitation

Ability to mobilize on disaster assignments lasting a maximum of three weeks

Demonstrated professionalism, flexibility and initiative.

Team-oriented

### Other:

Willing to make a 10.5 month commitment starting on or within one month of August 4, 2008 ending June 20, 2009 (a 46 week commitment) and complete 1700 hours of service

Program Stipend: \$11,500 for 10.5 months

Health insurance and dental insurance provided. Childcare available if eligible

Upon successful completion of the program, receive a \$4,725 Education Award

A current valid driver's license and a clean driving record

At least 18 years of age at the start of the program

A U.S. Citizen, U.S. National or lawful permanent resident alien of the U.S.

Bilingual Spanish a plus.