



Emergency Services Volunteer

Requisition # CHAP24645

Non-Exempt/Hourly (part-time)

Schedule: Mon-Fri 1pm – 5pm

Salary: \$12/hr

Qualifications: Any combination of training, education, and work experience equivalent to an Associate's Degree. A minimum of three years of successful professional experience in program management, administrative or customer service related field. Prior experience in a not-for-profit organization is also preferred.

Skills: Strong customer service skills and a commitment to quality service delivery; excellent oral and written communication skills; strong analytical skills, highly organized with the ability to multi-task and consistently meet deadlines. The ability to work with diverse members of the public, paid staff, and volunteers. Staff performance management and human resource experience helpful. Must possess a valid Nevada driver's license and proof of insurance.

Major Responsibilities: Ensure Disaster Action Team coverage to provide 24/7 response capability. Provide/Support career development counseling and career path planning for those serving in emergency services lines of service (Disaster Services, International Services, and Service to Armed Forces). Coordinate training opportunities for all emergency service volunteers. Coordinate professional development opportunities for emergency services staff. Support timely deployment of staff to support relief operations occurring locally and beyond the chapter. Ensure appropriate databases and systems are maintained. Other duties as needed and or assigned.

Deadline to Apply: Wednesday, August 29th Apply at:

www.americanredcross.apply2jobs.com