



Office of Emergency Management

OEM EOC Operations Coordinator (Volunteer)

Position Description

I. Overview

The OEM EOC Coordination Specialist Volunteer position(s) supports the Elbert County Office of Emergency Management (OEM) by assisting Emergency Support Function (ESF) specialists in coordinating efforts on an emergency incident. The position provides orchestration of EOC efforts to support the OEM Director is coordinating peer-to-peer with state, county, and local officials. Opportunities for volunteer experience vary in season, emergency incidents, and current POETE cycle.

II. Volunteer Candidate Description

The prospective volunteer shall have experience in Emergency Operations Center (EOC) functioning and coordination with field incident management. The individual shall be able to tactfully support diverse professionals in their respective roles to address appropriate incident/event priorities, effective team communication, and team care. Individual candidates are accepted based on the needs of Elbert OEM.

III. Description

The volunteer provides coordination for the Emergency Operations Center (EOC) and OEM by providing the following:

- Maintains working relationships with other volunteers and ESFs
- Supports OEM in training, education, and exercise development and execution
- Assists in creation and maintenance of virtual incident management processes
- Assists ESFs' in understanding their respective guidebooks
- Supports EOC team through coordinating tasks, incident tracking, and member relief
- Assists in virtual incident management communication structure
- Organizing of EOC desks, supplies, and necessary documents for EOC deployment
- Trains with team on activation processes to support workflow efficiencies
- As available attends stakeholder meetings addressing preparedness planning & coordination

IV. Work Schedule

Based on volunteer availability.

Standard: Monday-Thursday (7:30-5:00);

Rarely: Weekends and late/early hours

V. Education, Experience, and Qualifications

- Associate's degree or higher in an emergency management program or 5 or more years' experience in emergency management with extensive understanding of EOC operations;
- Extensive knowledge of ICS principles related to EOC operations;
- Ability to coordinate subject matter experts (SMEs) in addressing common incident goals;
- Ability to research resource information, compile data, and develop documents for reference;
- Ability to work individually or in a team environment;
- Ability to prioritize and perform a variety of tasks;
- Must be able to pass a criminal background check;
- Good written and oral communication skills, including writing, editing, and preparing presentation documents

VI. Physical Effort, Work Environment

Work is performed mostly in an office setting. The employee must occasionally lift and/or move up to 40 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus. Field visits may require working during inclement weather conditions.

Lifting: 1 lb. minimum/50 lbs. maximum Carrying: 1 lb. minimum/50 lbs. maximum

Push/Pull: 1 lb. minimum/50 lbs. maximum

Standing/Walking: Frequently Bending/Stooping: Frequently

Squat/Crouching: Frequently Driving: Occasionally

Balancing: Frequently Twisting: Frequently

Kneeling: Frequently Crawling: Occasionally

Climbing Stairs: Frequently Climbing Ladders: Rarely

Reaching at Shoulder Level: Frequently

Reaching Below Shoulder Level: Frequently

Reaching Above Shoulder Level: Frequently