



## Office of Emergency Management

# OEM Preparedness Coordinator (Volunteer)

## Position Description

### I. Overview

The OEM Preparedness Coordinator Volunteer position(s) provides an opportunity to gain hands on preparedness and response experience by supporting Elbert County Office of Emergency Management (OEM). The position assists in a variety of emergency management related responsibilities. Opportunities for volunteer experience vary in season, emergency incidents, and current POETE cycle. Individual candidates are accepted based on the needs of Elbert OEM.

### II. Volunteer Candidate Description

The prospective volunteer shall be associated with an emergency management/administrative related academic program or have skillsets that support incident coordination, preparedness, response, and/or recovery efforts.

### III. Description

A Preparedness Coordinator Volunteer provides coordination preparedness for the Emergency Operations Center (EOC) and OEM by providing the following:

- Maintains working relationships with other volunteers and ESFs
- Assists in creation and maintenance of virtual incident management processes
- Assists in consolidation of contact information for emergencies to be provided to Emergency Support Crew (ESC)
- Creation and maintenance of digital OEM resource inventory listings – general shelter resources, field supply bags, radio/technology, and EOC office supplies
- Develops public information media to be reviewed by the Director to be posted on OEM web pages
- Organizing of EOC desks, supplies, and necessary documents for EOC deployment
- Trains with ESC on activation processes to support workflow efficiencies
- Ability to support in organizing and tracking information collected during incident
- As available attends stakeholder meetings addressing preparedness planning

### 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

- Educational or experiential background in emergency management or field that compliments coordination, technology, or resource management
- Knowledge of basic ICS principles and EOC operations, must complete IS-100, 200, 700, 800, & 2200 series or equivalent
- 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