



**American  
Red Cross**

Greater Rochester Chapter

## POSITION VACANCY

**DATE OPENED:** 12/21/09

**DEPARTMENT:** Safety Training

**JOB TITLE:** AmeriCorps Member, Safety Training

**JOB DESCRIPTION:** Assists the Safety Training Department in conducting community preparedness education presentations to community at large as well as targeting special populations such as elderly, low income and other at-risk populations. Also works closely with the Chapter's Volunteer Development Department to recruit and support community volunteers.

**QUALIFICATIONS:** High School Diploma required. Experience working with volunteers or non-profits is preferred. Ability to manage project related information. Knowledge of volunteer management and not-for-profit organizations preferred. Excellent interpersonal, organizational, verbal and written skills. Ability to prioritize and manage multiple demands. Ability to develop and maintain productive interpersonal relationships. Ability to assess and solve problems within a limited timeframe, frequently under stressful conditions and with limited guidance. Possess a valid driver's license in the state in which they reside and must be familiar with New York traffic laws and regulations. Have own car which be used for occasional business travel.

**WORK HOURS:** Part-time, 25 hours a week. 900 hours for program year  
Part-time AmeriCorps members are allowed to work and/or go to school while in service

**AmeriCorps Stipend:** AmeriCorps living stipend of \$5000 and an Educational Award of \$2,363

**CLOSING DATE FOR APPLICATIONS:** 12/31/09

**SEND APPLICATIONS/  
RESUMES TO:** Human Resource Office  
American Red Cross, Greater Rochester Chapter  
50 Prince Street  
Rochester, NY 14607  
Or Email: HR@grcarc.org

AN EQUAL OPPORTUNITY EMPLOYER

The Greater Rochester Red Cross is committed to being the premiere inclusive and diverse nonprofit organization where people want to partner, work, volunteer, and access services.