



**American
Red Cross**

Greater Rochester Chapter

POSITION VACANCY

DATE OPENED: 12/21/09

DEPARTMENT: Disaster & Emergency Services (DES)

JOB TITLE: AmeriCorps Member, Disaster & Emergency Services (DES)

JOB DESCRIPTION: Assists the Disaster & Emergency Services (DES) Department in developing a community-wide comprehensive spontaneous volunteer processing plan. Also works closely with the chapter's volunteer development department, Monroe County Citizen Corps Council and Rochester regional VOAD agencies.

QUALIFICATIONS: High School Diploma required. Experience working with volunteers or non-profits is preferred. Ability to manage project related information and organize a comprehensive disaster response plan. Knowledge of volunteer management, not-for-profit organizations, disaster assistance and emergency management issues 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. Participate in the Disaster Services Human Resources (DSHR) system and be available for assignment nationally, which may required extended periods of 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.