



Emergency Response Volunteer Manager

Bring your talents to an organization where you can make an extraordinary community impact

Introduction

Volunteer Fairfax (VF) is the regional volunteer center serving Fairfax County and the National Capital Region. We serve a population of nearly 1.5 million people and we partner with leading regional public agencies, non-profits and corporations. Established as a private nonprofit in 1974, we have been the heart of volunteerism in the region for 45 years.

Volunteer Fairfax mobilizes people and resources to meet regional community needs. Our mission is to amplify community impact through targeted matching of volunteer resources to community needs in Fairfax County and beyond. We are dedicated to promoting volunteerism to all ages, and carrying the ethic of volunteerism to future generations through our programs and public awareness activities.

Volunteer Fairfax is the designated lead agency for Volunteer and Donations Management as part of Fairfax County's Emergency Support Function (ESF) 16. During emergencies we recruit and manage volunteers to work with county organizations and nonprofits that are supporting the disaster response and recovery efforts. Recent activations have included a fire in a Centreville apartment building for seniors in 2018, Hurricane Florence preparations in 2018, the blizzard of January 2016 and the Derecho in July 2012.

Purpose

The Emergency Response Volunteer Manager is responsible for developing, implementing and delivering emergency preparedness programs, trainings and outreach for Volunteer Fairfax. This position will support the Fairfax County Citizen Corps Council and represent VF in the Emergency Operations Center (EOC), Voluntary Organizations Active in Disaster (VOAD), and other emergency management committees and activities in the county and the Metropolitan Washington Region.

Responsibilities

Emergency Preparedness and Coordination (80%):

- Represent VF at emergency preparedness and planning meetings.
- Coordinate Volunteer Fairfax's response for volunteer management and voluntary agency coordination in Fairfax County including:
 - Coordinate the Volunteer Emergency Team (VET) to include recruiting, training and coordinating members of this team.
 - Develop, deliver and maintain comprehensive program for establishing and managing a Volunteer Reception Center (VRC), both virtual and physical, before and during an emergency.
- Conduct outreach regarding VF role in emergencies by creating awareness within the nonprofit community about working with VF during an emergency and how to plan for and use spontaneous

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volunteers; presenting training on the role of VF in emergencies and volunteering to corporations and civic groups; and staffing VF exhibits at emergency response events.

- Participate in Community Resiliency Group initiative led by Fairfax County Office of Emergency Management by attending steering committee meetings, recruiting nonprofits and community based organizations to participate and presenting workshops on the role that Volunteer Fairfax serves.
- Coordinate with Fairfax County in the event of an emergency
 - Serve as VF representative as the Volunteer & Donation Management chair in the Emergency Operations Center
 - Coordinate messaging and delivery in conjunction with VF communication staff and Fairfax County Office of Public Affairs
- Pursue partnerships for sourcing potential spontaneous volunteers:
 - Consult with county leaders for access to Volunteer Management System (VMS) to identify potential county volunteers for emergencies
 - Maintain Memoranda of Understanding/Agreements with government entities and nonprofit agencies to collaborate during emergency situations
- Maintain Volunteer Fairfax's internal emergency operations plan, including:
 - VF's internal emergency plan, including communications plan for staff and volunteers and VF's COOP (Continuity of Operations Plan)
 - the VRC Standard Operating Procedures and corresponding Toolkit
 - the Fairfax County Donations Management Plan and Volunteer Management Plan
 - orientation for new staff to emergency plan and staff VRC responsibilities
 - practice communications plan quarterly
- Maintain the Emergency Response programming at Volunteer Fairfax:
 - Set the standard for emergency preparedness among nonprofits
 - Increase the identification of and pursuit of relevant grant opportunities (UASI, etc.). Assist grant/development staff in writing for these opportunities.

Other Program Support (20%):

- Support management of other Volunteer Fairfax programs as assigned, including special events/volunteer management, etc.
- Represent VF at community outreach events, speaking engagements and other activities.
- Assume other duties and assist CEO with special projects as requested.
- Supervise interns and volunteers assigned to assist with program.

Requirements

- As some VF activities require offsite attendance, must have a valid driver's license and access to an automobile for local travel.

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- Some VF events and activities require physical effort such as lifting and moving project supplies (up to 50 lbs) and standing for long periods of time.
- In emergency activations, you may be required to work hours over your normal schedule and will need to be available to staff the Emergency Operations Center set for up to a 12 hour shift.
- Employment is contingent upon a successful background check.

Qualifications

- Minimum of Bachelor's degree or related experience
- Two or more years of professional experience in volunteer management and/or emergency management and preparedness
- Skill in project/program management, networking and coalition-building skills
- [Trainings](#) within 6 months of employment include: ICS-100, ICS-200, IS-700, IS-800, IS 244.b, IS 288.
- Strong, proven ability to manage multiple partners and stakeholders
- Excellent organization skills, customer service abilities, and computer skills
- Knowledge of Fairfax County, nonprofit and governmental organizations a plus
- Must be flexible on schedule –during operational periods of activations may need to work long hours

Compensation

Salary, which is dependent on experience, ranges up to \$22,500 based on 20 hours per week. Volunteer Fairfax offers a comprehensive benefits package* which includes medical (including dental and vision) short term disability, long term disability and life insurance; Simple IRA with up to 3% match; vacation and sick leave; paid time-off to volunteer in the community each quarter; flexible scheduling; and professional development opportunities. *Since this position is part-time benefits are prorated.

To apply

Email a cover letter explaining why you think this is a match for you and for Volunteer Fairfax, resume and salary requirement to: Jeanine Lauth, Human Resource Specialist--jlauth@volunteerfairfax.org. In the subject line of your email, please include "ERVIM -your last name". Resumes will be reviewed on an ongoing basis. Please only candidates who substantially meet the qualifications above should apply.

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