

## Job Announcement

**Job Title:** Senior Associate, Hands On Sacramento (.70 FTE)

**Salary:** \$17.25/hour – 28 hours per week temporary part-time position. Employer contribution to Health/Dental/Vision Coverage (eligible on the first day of the month after 30 days of employment), paid vacation and sick leave, retirement plan, prorated based on percent of full-time equivalent hours served. Position until December 31, 2010.

**Description:** Hands On Sacramento, a program of Community Services Planning Council (CSPC), is the Sacramento region's community action center focused on connecting individuals, businesses and groups with high impact community service opportunities that address critical community needs.

Hands On Sacramento's Disaster and Emergency Services Program coordinates volunteers during local disaster situations and ensures those wishing to assist are properly identified and utilized based on their skills.

The Hands On Sacramento Disaster Services Senior Associate will be responsible for the development or expansion of emergency volunteer management programs in El Dorado, Nevada, Placer, and Yolo Counties as well as expand Hands On Sacramento's Disaster Services Program within Sacramento County.

The ideal candidate is a creative, self-starter with the ability to manage a program and work effectively with diverse groups of individuals and organizations. The candidate must demonstrate excellent communication skills and possess experience in working with volunteers.

**Essential Duties and Responsibilities include the following:**

- Work with Hands On Sacramento staff to build upon existing volunteer agency and emergency service relationships in El Dorado, Nevada, Placer, and Yolo Counties.
- Identify a lead emergency volunteer coordinator/contact for each county.
- Assist the abovementioned counties in developing an Emergency Volunteer Management Plan.
- Establish and maintain an emergency volunteer recruitment web page on the Hands On Sacramento website for each of the counties.
- Assist each of the counties in developing an emergency volunteer recruitment and orientation training program.
- Train lead person for each county in using Hands On Technology to upload and respond to disaster volunteer opportunities on the Hands On Sacramento website.

- Assist each county in recruiting and identifying at least five key volunteers who are willing to assist the county if the emergency volunteer plan is activated in a disaster.
- Help in the development of staff and volunteer activation call-out protocol for each county.
- Assist in preparation of agreements to define the lead agency for the management of spontaneous unaffiliated volunteers in disasters in each county.
- Conduct Emergency Volunteer Center Operations presentation in each County and follow-up with attendees.
- Develops emergency volunteer communication materials for each county.
- Oversee management of community-wide disaster volunteer web page for each of the abovementioned counties.
- Assists in reporting on contract compliance applicable to the program, including preparation of funder required progress reports.
- Assists with other duties as assigned related to emergency volunteer planning and management.
- **Required to work additional hours if a disaster or emergency were to strike.**

**Qualifications:** To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required.

**Education and/or Experience:**

- Bachelor's degree from four-year college or university in appropriate field.
- **Three years of related progressively responsible work experience in volunteer management, program development, management of non-profit programs or community organizations.**
- Experience in working in disasters or emergencies is desired.
- **Disaster certification in ICS 100 or other introductory FEMA disaster management courses.**

**Essential Skills and Abilities:**

- Strong written and oral communication skills, including ability to effectively communicate in public forums and before groups.
- Strong organizational skills and attention to detail.
- Ability to handle multiple tasks and projects.
- Ability to: work in a goal-directed fashion with individuals, public officials and agencies, and community groups; prepare and manage a program budget; supervise volunteers; and, represent program effectively in the community.

**Computer Skills:** To perform this job successfully, an individual should be able to use Microsoft Word, Excel and Power Point in completing work assignments. Experience with technology tools, data bases, Front Page and or web design a plus.

**Other:** This position may require irregular work hours and/or working at locations other than those described above, and may include duties other than those specified in the employees' official position description. Travel requirements in support of emergency operations may be with little advance notice, and may require employees to temporarily work at emergency sites.

**Application Process:**

Submit to CSPC (at the address listed below) your completed application form, current resume, salary requirements, and a cover letter describing relevant skills and experience based on the job description above.

CSPC will not consider applicants without a completed application form. An application form is available to download from our website, [www.communitycouncil.org](http://www.communitycouncil.org), in the Employment section.

CSPC is an equal opportunity employer.

**Application Deadline:** Open until filled.

**How to Apply:**

Send application, resume and cover letter with information described above to:

Community Services Planning Council  
Attn: HOS Senior Associate  
909 12<sup>th</sup> Street, Suite 200  
Sacramento, CA 95814