



55+ RSVP Volunteer Job Description Disaster Emergency Volunteer Center Volunteer

Purpose:

Assist with the operation of the Disaster Emergency Volunteer Center (EVC) or Disaster Call Center to coordinate and manage spontaneous volunteers and community needs to effectively complement response and recovery efforts in Johnson County.

Duties:

- Trained EVC Volunteers will be notified when the EVC or Disaster Call Center is activated and then select shift times that they are available
- Register, interview and match spontaneous disaster volunteers to appropriate assignments
- Provide information to residents as needed
- Provide safety briefings as needed
- Record hours and track volunteer data
- Duties do not include strenuous physical activity

Qualifications:

- Ability to work with people
- Honest and reliable
- Upon completion of the training, EVC Volunteers are asked for a **one year commitment** to respond to a disaster need in Johnson County

Training:

RSVP Orientation, Emergency Volunteer Center Training and annual table top exercises

Supervision:

55+ RSVP Director
EVC Manager

Benefits:

- Providing needed assistance during times of disaster
- Assist volunteers to respond to community disasters safely

