



**Seattle**  
Office of Emergency  
Management

#### Contact Information

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### High School Student Volunteers Wanted!

Check out our new youth volunteer opportunity with City of Seattle Office of Emergency Management!



EMERGENCY ALERTS AND NOTIFICATIONS



**SIGN UP NOW!**

#### Volunteer Opportunity Overview

Alert Seattle is the official emergency notification system used by the City of Seattle to communicate with the public during emergencies. People signed up for Alert Seattle receive emergency notifications via text, phone, and email, with critical life safety information during events such as fires, gas leaks, and public health emergencies. Currently there are over 55,000 people signed up for Alert Seattle, but we want that number to grow during 2020!

#### How can you help?

- Learn about Alert Seattle and the various ways to sign up for the system through a one-hour virtual orientation
- Distribute Alert Seattle promotional materials (posters and business cards) to businesses and other community locations throughout the city
- Track where you have distributed promotional materials using an online form accessible via phone or PC.

**Read full position description on page (2) before applying to the program.**

**Applications due by 10/9/2020**

**[APPLY](#)**



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**AlertSeattle Promotion - Community Outreach**

**Opportunity Details**

<b>Volunteer Title</b>	Alert Seattle Promotion and Engagement – Youth Volunteer
<b>Position Type</b>	Volunteer
<b>Purpose</b>	Promote Alert Seattle to Businesses
<b>Supervisor</b>	Community Relations and Volunteer Services
<b>Service Area</b>	City of Seattle (within Seattle city limits)
<b>Maximum Positions</b>	15

**Opportunity Description**

<b>Key Responsibilities</b>	<ul style="list-style-type: none"> <li>Engage local Seattle businesses on how to partner with Seattle OEM to promote Alert Seattle to their customers and community at large.</li> <li>Transport AlertSeattle materials to Seattle businesses.</li> <li>Track business engagement through Survey123 App.</li> <li>Weekly check-in with OEM Staff.</li> </ul>
<b>Time Commitment</b>	A minimum of 20 hours in during 11/1 – 12/31 (flexible on specific days)
<b>Qualifications</b>	<ul style="list-style-type: none"> <li>Support the Seattle Office of Emergency Management and City of Seattle mission and values.</li> <li>Professional and effective verbal communication and strong interpersonal skills.</li> <li>Punctual and dependable.</li> <li>Ability to transport and lift equipment up to 20lbs.</li> <li>Flexibility of schedule.</li> <li>Demonstrated experience and/or interest in working with BIPOC businesses and communities.</li> <li>Valid Driver’s License, WA state-issued identification, or current Student ID Card.</li> <li>Reliable method of transportation.</li> <li>Become knowledgeable about Alert Seattle and clearly convey benefits of businesses promoting it to the community.</li> </ul>
<b>Training</b>	<ul style="list-style-type: none"> <li>Seattle OEM Volunteer Orientation (approximately 60 minutes).             <ul style="list-style-type: none"> <li>OEM and AlertSeattle Overview, engagement techniques, reporting data.</li> </ul> </li> <li>Weekly mentoring as needed.</li> </ul>
<b>Length of Appointment</b>	Minimum of 20 hours (November – December 2020)
<b>Development Opportunities</b>	<ul style="list-style-type: none"> <li>Complete your high school volunteer hours.</li> <li>Build your resume for college applications.</li> <li>Invest in the community and help strengthen City of Seattle’s alert and warning program.</li> <li>Strengthen your presentation and engagement skills.</li> <li>Develop relationships with stakeholders in the community.</li> </ul>

**To apply to this volunteer position, please fill out the [volunteer form](#).**

If you have a resume and/or other certificates, training, or portfolios you would like to share, please email them to [carrie.brazil@seattle.gov](mailto:carrie.brazil@seattle.gov) once you have completed the volunteer application.