

Volunteer Emergency Preparedness Educator

Neighborhood Preparedness and Outreach

Are you interested in helping your neighborhood and the Seattle community prepare for disasters? We are looking for community members within the seven Seattle Council Districts to serve as Emergency Preparedness Educators with the Seattle Office of Emergency Management (OEM). Our volunteer educators are trained to provide emergency preparedness education to Seattle’s diverse community through presentations, tabling events, neighborhood meetings, and special events. On any given day, our volunteers may give a presentation in a living room, an office building, at a community center, a condo building, an assisted living facility, or a neighborhood council. We are looking for flexible individuals who know their neighborhoods well and share our passion for educating the community about the importance of emergency and disaster preparedness. Join our growing team!

Opportunity Details

Job Title	Emergency Preparedness Educator – General & Neighborhood Preparedness
Position Type	Volunteer
Reports To	Seattle OEM - Volunteer Services and Public Education
Target Service Areas	<p>City of Seattle has seven Council Districts. These geographic areas will be used as a guide for assigning volunteers to their area of service. We are recruiting two volunteers from each council district geographic area.</p> <p>Please see the map on the last page or find your council district here: https://www.seattle.gov/council/meet-the-council/find-your-district-and-councilmembers.</p>

Key Responsibilities

- Deliver to at least two emergency preparedness presentations and/or participate in two outreach events per month
- Engage and outreach within assigned council districts to schedule presentations and events.
- Attend regular volunteer training events and meetings
- Distribute emergency preparedness materials to the community
- Answer preparedness questions from the community
- Assist with other outreach duties as necessary

Skills and Qualifications

- Support the City of Seattle and the Seattle OEM mission & values
- Ability to effectively deliver public education/training to a wide variety of audiences, including but not limited to seniors, childcare providers, businesses, youth, workplace, and neighborhood groups, civic and community-based organizations.
- Strong communication, public speaking and interpersonal skills
- Punctual and dependable
- Display a high level of professionalism and diplomacy
- Willingness to volunteer weekdays 8-5PM (if available), weekday nights, and occasional weekends
- Reliable method of transportation (includes public transportation)
- Ability to transport and lift equipment up to 20lbs
- Valid Driver's License or WA state-issued identification

Time Commitment

Volunteers must commit to a minimum of two presentations or outreach events per month - equates to approximately 6 – 8 hours per month.

Length of Appointment – Ongoing assignment for a minimum of one year

Training

- Volunteer Orientation to Seattle Office of Emergency Management
- Public Education & Outreach Overview
- Emergency Preparedness: The Basics Train-the-Trainer
- Seattle Neighborhoods Actively Prepare (SNAP) Train-the-Trainer
- Presentation Shadowing and Co-teaching
- Other training as needed

Important Dates

- **Applications Deadline:** due to Seattle OEM by end of day 11/11/19
- **Interviews:** All interviews will be conducted between 11/22/19 – 12/9/19 (weekend and evening interviews may be available)
- **Onboarding Dates:** Onboarding processing, including Seattle Police Department background screen for final candidates begins 12/13/19
- **Training Dates:** training sessions for final candidates will begin 2/10/20

To apply or for more information, please contact Carrie Brazil, Volunteer Coordinator at: carrie.brazil@seattle.gov or (206) 684-7722



SEATTLE COUNCIL DISTRICTS

