



Seattle
Office of Emergency
Management

Emergency Preparedness Educator Volunteer Position Description

Opportunity Details

Job Title	Emergency Preparedness Educator – SNAP & General Preparedness
Position Type	Volunteer
Purpose	Provide public education and outreach on disaster preparedness in the form of presentations, tabling events and special events.
Appointed by	Outreach & Training Specialist
Reports To / Partners With	Volunteer Services and Public Education
Service	Public Education & Outreach
Service Area	City of Seattle (within Seattle city limits)
Maximum Positions	8

Opportunity Description

New Opportunity	Yes
Key Responsibilities	<ul style="list-style-type: none">• Educate a variety of community groups on emergency preparedness• Schedule and attend emergency preparedness presentations• Transport preparedness materials and equipment• Distribute emergency preparedness materials to the community• Schedule and attend tabling events for the distribution of emergency preparedness information• Answer preparedness questions from the community• Attend regular volunteer meetings

Time Commitment	A minimum time commitment of 2 presentations or events per month or approximately 6-8 hours' minimum
Qualifications	<ul style="list-style-type: none"> • Willingness to support the Seattle Office of Emergency Management mission • Ability to display professionalism and excellent communication skills • Strong interpersonal skills • Ability to transport and lift equipment up to 50lbs • Flexibility of schedule, willingness to work occasional nights and weekends • Demonstrated experience, interest or willingness to work with diverse populations • Demonstrated experience or interest in public education or public speaking • Valid Driver's License or WA state-issued identification • Reliable method of transportation • Punctual and dependable • Assist with other outreach duties as necessary
Training	<ul style="list-style-type: none"> • Volunteer Orientation to Seattle Office of Emergency Management • Public Education & Outreach Overview • Emergency Preparedness Overview • Emergency Preparedness: The Basics Train-the-Trainer • Seattle Neighborhoods Actively Prepare (SNAP) Train-the-Trainer • Tabling Events Train-the-Trainer • Disaster Skills Workshop Train-the-Trainer • Presentation Shadowing • FEMA Incident Command System basic levels (online)
Relationships	Community-Based Organizations, City of Seattle Departments, King County Office of Emergency Management Public Education, Individual Community Members, For-Profit Businesses, Education Institutions, Youth
Length of Appointment	Ongoing; Minimum of one year
Development Opportunities	<ul style="list-style-type: none"> • Support a valuable mission and make a difference in the Seattle community • Gain valuable training and experience in emergency management/preparedness education • Network and meet new people-develop new skills • Receive certificates for FEMA certified training • Develop relationships with stakeholders in the community