



STATE OF WISCONSIN

DEPARTMENT OF MILITARY AFFAIRS

DIVISION OF EMERGENCY MANAGEMENT



2015-16 ReadyWisconsin AmeriCorps Disaster Preparedness Program

Field Disaster Preparedness Coordinator

- Locations:** Bayfield, Dane, Clark, Polk, Price, Richland, Sawyer, Shawano, Washburn, & Waukesha County Emergency Management Offices
- Type of Service:** Part-time (900 hours/term, average 17 hours/week)
- Living stipend of approximately \$5,740/year
 - Education Award of \$2,865 upon successful completion of the 900-hour commitment
- Full-time (1700 hours/term, average 32 hours/week)
- Living stipend of approximately \$12,530/year
 - Education Award of \$5,730 upon successful completion of the 1700-hour commitment
 - Health Insurance stipend
 - Child care stipend
- Additional Benefits:** Training and experience in emergency management and disaster response
Opportunity to renew service term for a maximum total of four consecutive terms
- Terms of Service:** September 1, 2015 – August 31, 2016
- Special Qualifications:** 21 years of age or older
High school diploma or G.E.D. required
Two years technical school or college or work equivalent preferred
Must successfully complete law enforcement background check
Must possess a valid Wisconsin driver's license, good driving record, and car insurance
Must have own transportation for reimbursable travel
Must be available for a flexible schedule, with some evenings, weekends, and reimbursable overnight travel, sometimes with little notice
- Contact:** Greg Engle, Bureau Director, 608-242-3203, greg.engle@wisconsin.gov
- Deadline to Apply:** August 1, 2015

The ReadyWisconsin AmeriCorps Disaster Preparedness Program is a service program dedicated to conducting emergency management capacity building and disaster services in the communities they serve. Field AmeriCorps Members are placed with local emergency management or emergency volunteer organizations, and Central Office AmeriCorps Members are placed in the Wisconsin Emergency Management (WEM) central office in Madison. The AmeriCorps members will be

instrumental in developing programs to better prepare their own and neighboring communities to respond to disasters.

Job Duties:

A. Disaster Services

1. Deliver community-wide preparedness outreach to educate residents about emergency preparedness.
2. Identify, catalog, and contact prospect civic organizations, senior centers, community centers, faith-based groups, businesses, and youth groups in the local community.
3. Arrange/deliver presentations using the 4-point Ready model to those organizations, providing clear and manageable strategies to residents about how to respond and prepare for emergencies.
4. Reach out to advocacy groups for the widest possible variety of demographics of people with access and functional needs and directly support them in helping their clientele make their own emergency plans.
5. Promote and support emergency planning and preparedness in residential facilities and businesses.
6. Deliver ReadyWisconsin information and presentations to individuals and groups.
7. Promote ReadyWisconsin, <http://ready.wi.gov/> as a useful resource and informative tool to find emergency related updates and tips/best practices for preparedness.
8. Develop web site and social media content to promote emergency preparedness and volunteerism.

B. Capacity Building

1. Create a comprehensive training program to help build a cadre of disaster volunteers.
2. Generate force-multipliers by training others to give preparedness presentations promote and support emergency planning and preparedness in residential facilities and businesses.
3. Participate in local emergency management planning, training, exercise, and response events.
4. Recruit organizations to participate in the county/tribal disaster volunteer management plan.
5. Recruit volunteers to serve with local emergency volunteer organizations.
6. Assist the emergency management director in completing the jurisdiction's disaster volunteer management plan.
7. Facilitate training in managing a volunteer reception center.

C. General

1. Create and edit presentations, documents, and reports.
2. Keep a comprehensive journal of activities.
3. Attend meetings and training events.
4. Participate in at least one National Day of Service event, and other AmeriCorps events as requested.
5. Conduct other activities as directed by the project directors and/or site supervisors excluding prohibited activities outlined in the member agreement.

Conditions of Membership:

Members must follow all program guidelines and operating procedures, and fulfill/demonstrate the service, community strengthening, and residential standards outlined in the AmeriCorps Member Handbook and Contract.

Experience/Qualifications:

1. United States citizen, national, or legal permanent resident
2. Committed to the concept of national service and to making a difference in the community
3. Strong written and verbal communication skills
4. Skilled with Microsoft Word, PowerPoint, Excel, and Outlook
5. Skilled in Internet research and social media; website editing ability, a plus
6. Skilled at taking initiative, problem-solving, and working independently
7. Dependable, enthusiastic, flexible, and punctual
8. Capable of working well in a team setting