



STATE OF WISCONSIN

DEPARTMENT OF MILITARY AFFAIRS

DIVISION OF EMERGENCY MANAGEMENT



ReadyWisconsin AmeriCorps Disaster Preparedness Project

Field Disaster Preparedness Coordinator

- Locations:** City of Milwaukee
Dane, Fond du Lac, Grant, Milwaukee, Sawyer Counties
- Type of Service:** Part-time (900 hours/term, average 24-26 hours/week)
- Benefits:** Living stipend of \$4950/year
Education award of \$2775 upon successful completion of the 900-hour commitment
Training
Opportunity to renew service term for a maximum total of four consecutive terms (contingent on grant continuation funding)
- Terms of Service:** December 9, 2013 – August 29, 2014 (Dane and Sawyer Counties)
January 6 – August 29, 2014 (Fond du Lac, Grant, and Milwaukee Counties)
- 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:** Susan Burleigh, Planner/Voluntary Agency Liaison, 608-242-3246,
susan.burleigh@wisconsin.gov
- Deadline to Apply:** 4:00 p.m., November 15, 2013

The ReadyWisconsin AmeriCorps Disaster Preparedness Project will be a 12-member part-time (900 hours annually) service program dedicated to conducting emergency management capacity building and disaster services in the communities they serve. Ten AmeriCorps members will work in Wisconsin city/counties and two will work 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 county/tribe.
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. Use social media 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. Assist the emergency management director in completing the jurisdiction's disaster volunteer management plan.
6. Facilitate training in managing a volunteer reception center.
7. Introduce and support the implementation of the Volunteer Connection registry.

C. General

1. Create and edit presentations, documents, and reports.
2. Keep a comprehensive journal of activities.
3. Attend meetings and training events.
4. Conduct other activities as directed by the project directors and/or site supervisors.

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
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