

AMERICAN RED CROSS IN GREATER NEW YORK

JOB DESCRIPTION

The position description is a guide to the critical duties and essential function of the job, not an all-inclusive list of responsibilities, qualifications, physical demands and work environment conditions. Position descriptions are reviewed and revised to meet the changing needs of ARC/GNY at the sole discretion of management.

TITLE:	Senior Coordinator, Mass Care
REPORTS TO:	Director, Sheltering and Mass Care
DEPARTMENT:	Disaster Planning & Response

PRIMARY FUNCTION/PURPOSE:

Develops, implements and oversees a comprehensive disaster feeding program that can support disaster clients, first responders, volunteers and staff during emergencies throughout ARC/GNY. Develops new Mass Care workshops and programs for ARC/GNY volunteers and staff. Serves as the Feeding lead for all disaster feeding issues. Support, as necessary, Mass Care staff in Hudson Valley in any mass care feeding needs.

PRIMARY RESPONSIBILITIES:

1. Researches and implements a multi-tiered feeding program for the five boroughs of the ARC/GNY jurisdiction that can support both day-to-day, as well as large-scale operations. Develops and maintains relationships with food caterers and bulk food distributors. Manages the food services vendor agreements and integrates vendor information into ARC/GNY database system. Supports the Senior Coordinator, Mass Care in Hudson Valley with development of feeding program.
2. Develops, implements and manages new Mass Care workshops and programs, including a new food preparation program for ARC/GNY volunteers and employees. Works closely with the Staffing and Training units to determine course content and curriculum, and management of volunteers.
3. Serves as the Mass Care Feeding Lead to provide appropriate input to the Planning unit in all matters related to disaster feeding including exercises and related activities. Participates as the Mass Care representative in meetings, discussions, conferences and other activities with other units, governmental and non-for-profit agencies in relation to feeding issues.

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4. Trains and mentors new feeding volunteers for disaster feeding or to become EOC Feeding Leads. Establishes volunteer performance expectations and ensure they are met. Evaluates volunteer performance and career development needs to facilitate growth and improvement through direction, support, training and teamwork.
5. In coordination with Logistics, monitors the maintenance of mass care supplies and equipment, as needed. Provides appropriate input to the enhancement, management and readiness of the mass care supplies, Canteen Room and ERVs.
6. Assists in drafting and updating Mass Care materials such as the Mass Care Standard Operating Procedures, Food Safety Manual, Mass Care pocket guides and the Disaster Response Plan.
7. Prepares and analyze mass care reports regarding product usage and associated costs within ARC/GNY.
8. Acts in an on-call capacity to serve as the Mass Care Feeding Lead or Support in the field during disasters or in Emergency Operations Center (EOC) activations.
9. Serves in local and National disaster relief operations in the Mass Care activity.
10. Perform other duties and special projects as required.

SECONDARY RESPONSIBILITIES:

1. Serves as the secondary lead for all sheltering issues for ARC/GNY jurisdiction.
2. Supports the development and implementation of a shelter management program for ARC/GNY.
3. Assists in the coordination of yearly inspections of potential shelter facilities throughout ARC/GNY jurisdiction.

PRINCIPLE RELATIONSHIPS:

Works collaboratively with employees, volunteers, other ARC/GNY units, vendors, governmental agencies and other non-profit or community-based organizations.

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QUALIFICATIONS:

Education: Bachelor's Degree or equivalent work experience required.

Experience: A minimum of two years experience working in a human services-related field or emergency management; a culinary background or a minimum of two years in the food services industry; experience working with volunteers and/or ARC Mass Care experience is also strongly preferred.

Related Skills: Good written and oral communication, interpersonal and some supervisory skills required. Good presentation skills required. Detail oriented with the ability to juggle multiple tasks under pressure and in high-level, difficult situations. Ability to work well within a team, as well as independently. Knowledge of all office systems, MS –Office required.

Other Requirements:

Some day and occasional overnight travel required.

Long hours and a varied schedule, including nights and weekends.

Ability to lift 30 lbs., including but not limited to materials and supplies.

Possess a valid driver's license from the state of residence and must be familiar with New York State traffic laws and regulations.

Able to drive Red Cross vehicles, including mini-vans, station wagons, 15-passenger vans and non-CDL required trucks.

Participate in the DSHR system and be available for assignments nationally, which may require extended periods of travel.

Salary:

Commensurate with experience.

Benefits:

Benefits for Full-Time Employees:

Medical Plan (including domestic partner coverage)

Dental Plan (including domestic partner coverage)

Vision Plan

Flexible Spending Accounts (FSA) – Medical & Dependant Care

Basic and Supplemental Life Insurance

Accidental Death & Dismemberment Insurance

Dependent Life Insurance

Retirement/Pension Plan

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401(k) Savings Plan
Tuition Assistance Program
Short-term Disability Plan
Long-term Disability Plan
Worker's Compensation
Employee Assistance Program (counseling/referral services)
Commuter Benefit Program
Long-Term Care Program
Credit Union Membership
Accrue 20 paid time-off days per year initially
Accrue 25 paid time-off days per year after 4 years of service
Accrue 6 sick days per year

How to Apply:

Please send us your resume and cover letter, including the position you are applying for, your salary history and salary requirements.

To apply via e-mail, send these items to Recruiting2@nyredcross.org. Please list the position title in the subject line of the e-mail.

To apply via mail or fax, send these items to:

American Red Cross in Greater New York
Human Resources Department
520 West 49th Street
New York, NY 10019
Fax: 212-875-2357

Only candidates who are being considered will be contacted.

The American Red Cross in Greater New York is an Equal Opportunity Employer.