

Emergency Volunteer Center



**Create a Disaster Volunteer Opportunity**

Does your agency have disaster volunteer opportunities? Create one today for a role volunteers may fill at your agency during a disaster. Examples include: receptionist, interpreter, data entry typist, food handler, donation coordinators and handlers, phone bankers, drivers, and clean-up (inside/outside).

Please fill out and return to Emmett Brady (ebrady@cvnl.org), disaster preparedness AmeriCorps VISTA from CVNL, who will then follow up to help develop, refine, or post opportunities. Sample disaster volunteer opportunities can be found on the next page:

**Agency:** \_\_\_\_\_  
**Contact:** \_\_\_\_\_  
**Phone:** \_\_\_\_\_  
**Email:** \_\_\_\_\_

**Volunteer Job Title:** \_\_\_\_\_

**Volunteer Job Description:** \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Special Skills Required:** \_\_\_\_\_  
\_\_\_\_\_

**Time Commitment:** \_\_\_\_\_  
\_\_\_\_\_

**Supervisor:** \_\_\_\_\_

The Center for Volunteer and Nonprofit Leadership (CVNL) is the Emergency Volunteer Center (EVC) for Marin County. This means that in the event of a disaster, as determined by Marin County Office of Emergency Services, CVNL will be responsible for management, organization, and assignment of spontaneous volunteers to nonprofit agencies in need.

**\*\*\*Volunteers can and will help during a disaster. Better equip your agency to utilize volunteers by filling out this form. Questions? Contact Emmett Brady at CVNL: ebrady@cvnl.org or 415-479-5710 ext. 335**

## Sample Disaster Volunteer Opportunities

**Agency:** Center for Volunteer and Nonprofit Leadership

**Contact:** Emmett Brady

**Phone:** 415-479-5710

**Email:** ebrady@cvnl.org

**Volunteer Job Title:** Volunteer Intake Interviewer

**Volunteer Job Description:** Help CVNL operate the Emergency Volunteer Center (EVC) as a volunteer intake interviewer by interviewing incoming volunteers to find out what their skills are so they can be properly assigned to a disaster volunteer opportunity.

**Special Skills Required:** people skills, ability to stay calm under pressure, good listening skills, and previous experience with interviewing is highly desirable

**Time Commitment:** The EVC will be open from 8AM-8PM every day of the week split up into three shifts (8-12PM, 12-4PM, 4-8PM). We are asking volunteers to commit to 4-8 shifts per week. The opening/closing time of the EVC are subject to change, but we are asking volunteers to commit to at least four four hour shifts.

**Supervisor:** Volunteers will report to the on-site Operations manager

---

**Agency:** Do Good Agency

**Contact:** John Doe

**Phone:** 555-xxx-5555

**Email:** jdoe@dga.org

**Volunteer Job Title:** Data Entry Typist

**Volunteer Job Description:** Help the Do Good Agency operate their needs database by entering needs requests into spreadsheets as they come in by phone, email, and fax.

**Special Skills Required:** attention to detail, computer literate, experience with Microsoft Excel, and a short on-site training will be provided to volunteers

**Time Commitment:** The Do Good Agency will be open from 7AM-7PM, every day of the week split up into four shifts (7-10AM, 10-1PM, 1-4PM, 4-7PM). We are asking volunteers to commit to at least two three hour shifts per week.

**Supervisor:** Volunteers will report to the on-site Data Entry Coordinator