

## Volunteer Opportunities

American Red Cross of Central Maryland

### Emergency Services

#### **Disaster Action Team (DAT) Dispatcher:**

Ensures requests for American Red Cross disaster assistance are responded to within 2 hours of notification. Must have effective communication skills, leadership skills and willingness to take direction and complete assigned tasks. Must have access to a telephone. Must take the Disaster Action Team Training course

Hours: 4-8 hours shifts between Friday, 5:00 pm and Monday, 8:30 am.

Location: Home

Age: 18 years of age or older

#### **Disaster Action Team Member:**

Responds with 1 or more team members to local single/multiple-family disasters within 2 hours of notification. At disaster site must conduct preliminary damage assessment, assess client's immediate emergency needs and personal resources ensuring basic sheltering, feeding, clothing and medical needs are met. Extensive basic training (18hour) provided. Basic identification/safety equipment provided. Opportunities to utilize and develop specialized skills. Must have transportation and email

**Note: Conditions vary depending on time of day, season and type/magnitude of disaster**

Hours: Based on availability. Monthly meetings

Location: Chapter-wide, 4800 Mt. Hope Drive, Baltimore, MD.

Age: 18 years of age or older

#### **Disaster Instructor:**

Provides basic training to local Disaster Team/Disaster Services Human Resource members in a variety of activities. Open to local DAT/DSHR members in good standing with appropriate training/experience. Applicants must successfully complete 1) *Fundamentals of Instruction and Facilitation* and 2) *Disaster Instructor Specialty Training*, and be authorized to teach

Hours: Courses schedules for weeknights/weekends

Location: Chapter Headquarters, 4800 Mt. Hope Drive, Baltimore, MD.

Age: 18 years of age or older

#### **Disaster Mental Health Worker:**

Provides emotional support and short-term assistance to disaster workers and clients. Must be a licensed mental health professional. Pre-requisite training includes *Introduction to Disaster Services* and *Disaster Mental Health I*

Hours: Vary

Location: Chapter-wide

Age: 21 years of age or older

**Disaster Nurse:**

Assesses health needs of disaster victims and provides emergency, preventative health and emotional support to disaster victims and their families. Four levels of participation include general on-call nurse, specific on-call nurse (carries a pager), nursing supervisor, and nursing instructor. **Must have a R.N. license**

Hours: Vary

Location: Chapter-wide

Age: 21 years of age and older

**Disaster Services Human Resource System Member:**

Responds to major disaster. Commitment: locally (minimum of 1 day), statewide (minimum of 7 days), nationally (21 day commitment preferred). Qualified applicants **MUST** a) be a local DAT member in good standing, b) meet National American Red Cross training/experience criteria, c) be in good health, d) be able to travel on short notice, and e) be able to function under adverse conditions. Flexibility and maturity essential. Current First Aid/CPR certification required. Travel, lodging and meal expenses are covered

**Note: Conditions vary depending on time of day, season, and magnitude/type of disaster**

Hours: 24 hours minimum to 21 days maximum.

Location: Local, statewide and national

Age: 18 years of age or older

**Home Visitor:**

Works in teams with other staff to make scheduled visits to disaster sites to perform a detailed damage assessment, review losses, and provide immediate emergency services. Training is provided.

Hours: Weekdays 8:30 am-5:00 pm

Location: Chapter-wide

Age: 18 years of age or older

Financial Development

**Grant Researcher/Writer:**

Researches, writes and edits grant proposals and related articles.

Hours: At least one 4 hour shift, Monday - Friday, between 8:30 am and 5:00 pm

Location: Chapter Headquarters, 4800 Mt. Hope Drive, Baltimore, MD

Age: 18 years of age or older

## Health and Safety Services

### **Driver for Health & Safety Services**

Transport equipment to and from the Central Maryland Chapter Headquarters, 4800 Mt. Hope Drive to various community sites throughout the Central Maryland area. Coordinate schedule with Inventory & Material Coordinator to efficiently deliver and retrieve materials from community training sites. Load vehicle, drive safely to and from sites, report any problems to Volunteer Coordinator related to site conditions. Perform routine maintenance checks of vehicle and report need for repairs to Inventory & Material Coordinator.

**Must have:** Valid drivers license; Able to lift 50 lbs; Pass Red Cross driving course

**Hours:** Thursday, Friday & Monday 9:30-2:30

**Age:** 18 yrs+

### **Health Instructor:**

Conducts Red Cross Health and Safety courses for the community, including Standard First Aid, CPR, Babysitter Training, and lifeguard Training

Hours: Weekdays, evenings, and weekends Must commit to teaching 6 courses per year

Location: Courses are taught at Chapter Headquarters or as part of training projects for community groups

Age: 17 years of age or older

### **Hispanic Health Instructor:**

Conducts Red Cross Health and Safety courses in Hispanic communities. Courses include Standard First Aid, CPR, Babysitter Training and Lifeguard Training. Must be fluent in Spanish.

Hours: Weekdays, evenings and weekends. Must commit to teaching 6 classes per year

Locations: Community-wide

Age: 17 years of age or older

## Holocaust and War Victims Tracing Center

### **Holocaust Research Assistant:**

Conducts internet research on missing persons through Holocaust WWII related databases as well as searches on US address databases for persons believed to be in the US. Conducts research to assist with requests for historical information from other Red Cross Chapters and the general public. Must have computer skills and internet research experience.

Hours: At least one 4 hour shift, Monday - Friday, between 8:30 am and 5:00 pm  
Location: Chapter Headquarters, 4800 Mt. Hope Drive, Baltimore, MD  
Age: 18 years of age or older

**Tracing Specialist:**

Takes inquiries, reviews requests for tracing services and provides service in accordance with American Red Cross tracing guidelines. Manages correspondence with other national Red Cross/Red Crescent societies. Must have computer/typing skills

Hours: At least one 4 hour shift, Monday - Friday, between 8:30 am and 5:00 pm  
Location: Chapter Headquarters, 4800 Mt. Hope Drive, Baltimore, MD  
Age: 18 years of age or older

Human Resources and Volunteers

**Clerical/Administrative:**

Assists with copying, collating and assembling materials; data entry, filing and answering phones. Computer literacy is helpful but not mandatory. Good interpersonal, organizational, and communication skills are needed

Hours: Flexible weekdays with a minimum of 4 hours between the hours of 8:30 am and 5:00 pm  
Location: Chapter Headquarters, 4800 Mt. Hope Drive, Baltimore, MD  
Age: 14 years of age or older

**Front Desk Receptionist:**

Greets and directs visitors to areas within Chapter Headquarters. Assists with mail and other deliveries. Excellent communication skills are necessary.

Hours: At least one 4 hour shift, Monday - Friday, between 8:30 am and 5:00 pm  
Location: Chapter Headquarters, 4800 Mt. Hope Drive, Baltimore, MD  
Age: 14 years of age or older

Public Relations and Marketing

**Mascot-Fred Cross (dog) and Squiggy (squirrel):**

Helps communicate the Red Cross message. Volunteers wear a costume and remain in character during events. May also assist Red Cross instructors in educating children about fire safety, preventing injuries and other Red Cross programs

Hours: Flexible days, evening and/or weekends  
Location: Chapter-wide, 4800 Mt. Hope Drive, Baltimore, MD

Age: 14 years of age or older

**Photographer:**

Take pictures at Red Cross events or at Red Cross emergency response sites. Experience in photography is necessary

Hours: Weekdays, evenings and/or weekends

Location: Chapter-wide according to the event

Age: 18 years of age or older

Youth

**Club Mentor:**

Strengthens Red Cross Clubs by mentoring club leaders and advisors. Offers support and guidance to the clubs while coordinating trainings/projects with youth services staff

Hours: Flexible, 4-8 hours per month

Location: Chapter Headquarters, 4800 Mt. Hope Drive, Baltimore, MD and, schools throughout the chapter area.

Age: 18 years of age or older

**Red Cross Clubs/Corps:**

Establish Red Cross Club/Corps in schools. Students serve their community, make friends and learn leadership skills by becoming involved with the Red Cross Clubs

Hours: Varied

Location: Schools

**Youth Community Disaster Education (CDE) Coordinator:**

Coordinates the efforts of the volunteers who present preparedness education to students from elementary through university levels. On-the-job training is provided.

Hours: Minimum of 6-10 hours required per week

Location: Home and/or Chapter Headquarters, 4800 Mt. Hope Drive, Baltimore, MD

Age: 18 years of age or older

**Youth Community Disaster Education (CDE) Marketing Manager:**

Spreads disaster awareness to students through youth-friendly materials by creating brochures, flyers, press-releases, and website content. On-the-job training is provided

Hours: Minimum of 6-10 hours per week

Location: Home/Chapter, 4800 Mt. Hope Drive, Baltimore, MD

Age: 16 years of age or older

**Youth Community Disaster Education (CDE) Presenter:**

Leads presentations about Community Disaster Education to youth of all ages (elementary through university). Training will be provided by Youth DCE trainers

Hours: Day and/or evening hours with a minimum of 4-5 hours a month

Location: Chapter-wide, 4800 Mt. Hope Drive, Baltimore, MD

Age: 16 years of age and older

**Youth Community Disaster Education (CDE) Trainer:**

Facilitates trainings to Youth CDE presenters. On-the-job training provided. Excellent communication skills are required. Must be able to work in a team environment

Hours: Flexible

Location: Chapter, 4800 Mt. Hope Drive, Baltimore, MD

Age: 18 years of age or older

**Greater Chesapeake and Potomac Blood Region**

**Blood Services Volunteer Scheduler:**

Schedules other volunteers (in advance) to work at blood drives or donor centers

Hours: Flexible depending on location.

Location: Work may be done at home or at Blood Services Headquarters, 4700 Mt. Hope Drive, Baltimore, MD 21215.

Age: 14 years of age or older

**Blood Services Transportation Driver:**

Transports collected blood from blood drives throughout the Region to Red Cross Headquarters for processing. Transports processed blood from Red Cross Headquarters to hospitals in the Region. May also transport volunteers and other materials as necessary.

Hours: Commitment of one day or one evening/week, flexible. Seven days a week.

Locations: Varies throughout Region.

Age: 21 years of age, with 2 years of driving experience, must have a Valid/Current Maryland Drivers License

**Blood Services Clerical:**

Assist various Departments within the American Red Cross/Chesapeake and Potomac Blood Region with such duties as filing, collating materials, answering phones, data entry, preparing mailings.

Hours: Commitment of 4 hours day a week. Monday thru Friday 8:30 a.m. to 5:00 p.m. Flexible.

Location: Greater Chesapeake and Potomac Blood Region Headquarters, 4700 Mt.Hope Drive, Baltimore, Maryland

Age: 14 years of age or older

**Blood Donor Relations Volunteer:**

Assists Red Cross staff at blood drives and donor centers by greeting and escorting donors, serving refreshments and providing excellent customer service to donors.

Hours: Days/evenings/weekends. Drives usually last about 4-6 hours

Location: Blood drive/donor centers in the Greater Chesapeake and Potomac Blood Regions

Age: 14 years of age or older