

## VOLUNTEER OPPORTUNITIES

Choose a position or area of interest from this handout.  
Contact the staff person listed for instructions on what to do next.

### DISASTER SERVICES

**Kelly Stafford: 583-8000 / [kstafford@piedmontarc.org](mailto:kstafford@piedmontarc.org)**

**Jane Morris: 583-8000 / [jmorris@piedmontarc.org](mailto:jmorris@piedmontarc.org)**

Start at the local level and work your way toward regional and national disasters (or stay local!). Positions include front line service work and “behind-the-scenes” projects.

#### DISASTER ACTION TEAM (DAT)

Help when it really matters. Provide aid to victims of disaster. Many are left without shelter, food, or clothing after house and apartment fires, floods, hurricanes, ice storms, and more. Become a member of the Disaster Action Team and provide immediate assistance to these disaster victims.

#### SHELTER OPERATIONS

Be on a team to work in temporary shelters and help displaced residents. Provide disaster victims with vital services during emergencies.

#### SHELTER SURVEY VOLUNTEER

Contact organizations with appropriate buildings for shelters. Conduct surveys of shelter sites to determine capacity and other important factors.

#### DISASTER SERVICES CASEWORKER

Address disaster caused needs by meeting with victims, issuing disbursing orders, activating client assistance cards, and following cases from start to finish.

#### COMMUNITY DISASTER EDUCATOR

Teach disaster preparedness and prevention to community groups.

#### DISASTER HEALTH SERVICES

Provide emergency and preventive health services to disaster victims and Red Cross staff. Must be licensed or certified.

#### DISASTER MENTAL HEALTH SERVICES

Provide mental health related service during disaster operations for clients and Red Cross volunteers. Must be licensed or certified.

### ADMINISTRATIVE SUPPORT, COMMUNICATIONS, & VOLUNTEER OFFICE

**Gay McAbee: 583-8000 / [volcoordinator@piedmontarc.org](mailto:volcoordinator@piedmontarc.org)**

Provide office support, help the community connect with our chapter through the newsletter and the web, and assist with recruiting volunteers and maintaining records.

#### FRONT DESK VOLUNTEER

Help with answering phones and greeting visitors. Projects include filing, data entry, calling, and mass mailings.

#### NEWSLETTER VOLUNTEER

Contribute to the Chapter Newsletter by writing stories, editing, and assisting with layout.

#### PHOTOGRAPHER

Attend events and set up opportunities for photographs pertaining to the chapter. Photos will be used in newsletters, on the website, and for various chapter events.

#### WEBSITE MANAGER

Maintain the chapter website by updating site information, designing graphics and layouts, and monitoring content.

#### VOLUNTEER FILE MANAGER

Help with tasks such as volunteer file management, data entry, filing, scheduling, volunteer follow up, and other administrative tasks.

#### VOLUNTEER RECRUITER

Assist the Volunteer Coordinator with recruiting volunteers. Design flyers and brochures, make presentations, contact potential volunteers, and present orientation.

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### HEALTH & SAFETY

**Caryn Brock: 583-8000 / [cbrock@piedmontarc.org](mailto:cbrock@piedmontarc.org)**

Teach people to respond to emergencies and assist with class enrollment and record keeping.

#### **CPR/FIRST AID INSTRUCTOR**

Train communities in life saving skills. Volunteers teach the skills necessary to respond to life threatening emergencies.

#### **BABYSITTER'S TRAINING INSTRUCTOR**

Train 11 to 15 year olds best practices for babysitting. Volunteers teach the skills necessary to avoid and respond to difficult situations that arise while babysitting.

#### **HEALTH & SAFETY DEPARTMENT SUPPORT**

Help set up and clean up after classes, manage course registrations and follow up, as well as other administrative tasks.

### PUBLIC SUPPORT

**Gay McAbee: 583-8000 / [volcoordinator@piedmontarc.org](mailto:volcoordinator@piedmontarc.org)**

Help our chapter raise money and awareness through special events, fundraising, and media relations.