

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 Atashi Chakravarty (achakravarty@cvnl.org), Disaster Preparedness Coordinator at the Center, 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 (Center) 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, the Center will be responsible for coordinating 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 Atashi Chakravarty: achakravarty@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