

Job Title	Disaster Services Outreach Volunteer	Job Category:	Volunteer: Disaster Services, Human Services
Department/Group	Disaster Services Program	Travel Required:	Yes
Location:	Vallejo CA, Solano County	Reports To:	Disaster Services Program Manager
Position Type:	Part-time 10 hours per week/ occasional weekend	Salary:	Volunteer: N/A

Catholic Charities of Yolo-Solano (CCYS) is a non-profit organization serving low-income individuals and families in need in the counties of Yolo and Solano since 1942, offering services that promote human dignity and advance social justice. Catholic Charities Yolo Solano (CCYS) needs volunteers to assist in our disaster preparedness community outreach efforts. CCYS is a partner of California's LISTOS program, which educates vulnerable Californians on disaster preparedness so they can be prepared in the event of an earthquake, flood, wildfire, or any other disastrous event. Outreach efforts emphasize providing preparedness education to hard-to-reach populations and the most vulnerable in our communities.

***NOTE: Not all unique aspects of the job are covered by this job description***

**Volunteer Service Responsibilities:**

- The primary responsibilities of a Disaster Services Outreach Volunteer are to assist in the preparation and assistance with outreach events. Under the general supervision of the Disaster Services Program Manager, work to perform a variety of duties to support CCYS activities and outreach events such as.

**Core Duties**

- Assist the CCYS Disaster team with the planning and preparation of events by using checklists to prepare outreach kits and supplies.
- Assist with set-up and tear down of outreach events.
- Work with the Disaster Services Team during the event to connect with event attendees and provide disaster preparation information and other resources.
- Assist CCYS team with collecting and entering data information associated with outreach events (dates, numbers of engagements)
- Assist with the correspondence to key partners, the public, and community members.
- Send out emails with updates to community partners, non-profits, government agencies and

- Send out text messages using the internet-based software Google Voice
- Assist with social media posts and communications

### **Core Competencies**

- Demonstrate a fundamental respect for the dignity of others and exemplify CCYS core values.
- Is organized, efficient, and effective; sets goals for work tasks; Identifies priority issues; meets productivity standards.
- Provide exemplary customer service to both external and internal clients.
- Protects the confidentiality and information/documentation obtained by nature of work.
- Demonstrates a commitment to learning and improvements; Pursue activities to enhance personal and professional growth for self and others.
- Able to safely lift up to 50 lbs.

### **Qualities/Skills**

- Minimum age of 18
- Able to stand for long periods of time.
- Comfortable working alone or with a partner
- Detail oriented and Outgoing
- Able to lift up to 30-40 lbs
- Familiarity working with diverse group racial, ethnic and/or low socio-economic groups.
- Flexibility working community outreach hours (i.e., evenings, weekends)
- Bilingual and bi-cultural preferred but not required
- Valid CA Driver's License
- Demonstrate high ethical work standards.
- Demonstrate respect and care for all clients.

---

Employee/Volunteer Signature

---

Date

---

Supervisor

---

Date