

Canadian Red Cross Disaster Management Volunteer Position Description Disaster Response Team (DRT): Logistics Manager

Volunteer Role: Support Service Delivery
Department: Disaster Management
Location: Region based delivery with occasional Zone wide opportunities

Propose: The Logistics Managers will be responsible for planning, managing and directing Disaster Response Team (DRT) Logistics support for Red Cross operations in large-scale disaster responses when damage to infrastructure and supply sources can be severe.

Relationships:

- Works with the Ontario Zone and local Disaster Management Programs
- Reports to Zone Disaster Management for situations related to standards, quality management & performance issues
- Works with teams to ensure standards of service delivery & Red Cross policies & guidelines
- Provides assistance and support to other Disaster Management Logistics personnel throughout the Zone

Duties & Responsibilities:

- Attend a Disaster Management DRT Logistics Course
- Develop a Logistics plan and procedures in consultation with DRT Director and the Zone. The plan should include Purchasing, Warehousing, Transport and Fleet management, personnel support (feeding, lodging, transportation) and community relief support
- Assist in the recruitment of specialized personnel to fill the required Logistics positions
- Determine potential Logistics tasks, ensure workers are aware of their specific responsibilities, are trained, exercised and are available for deployment when required
- Analyse material and warehousing resources within the area
- Develop and maintain current Logistics operations procedures guide
- Maintain inventories when there are stocks
- Develop a Logistics support plan for the DRT and ERTs
- Mobilize Logistics workers of the DRT consistent with the direction from the DRT Director and the scope of the operation
- Schedule Logistics coordinators
- Deploy to the Red Cross operations centre(s) and set up the Logistics function
- Coordinate cooperative agreements and in-kind goods agreements in collaboration with the Fundraising Manager
- Manage logistical requirements required by the ERT and DRT including space for operations and agreements for food and accommodations
- Ensure all stocks and inventories are properly managed
- Ensure that drivers of Society vehicles are informed of their responsibilities
- Maintain an activity logs

Duties & Responsibilities Cont'd:

- Ensure the well being of those they supervise
- Brief and ensure the flow of pertinent information to those they supervise
- Ensure all Logistics requirements are complete
- Return facilities and equipment rented or on loan
- Evaluate Logistics coordinators and workers
- Provide a comprehensive final report for the DRT Director to include "lessons learned" and recommendations for changes in operating procedures

Minimum Qualifications:

- Understanding of the Red Cross role in disaster response
- Knowledge of community support organizations and their specific roles
- Management and leadership skills
- Flexibility and ability to work well and make decisions under stress and potentially adverse conditions
- Ability to work with limited or no technology, i.e., with paper and pencil rather than computer programs and bar codes
- Willing and able to work in Transportation, Warehousing and Purchasing as the needs of a disaster operation require
- Ability to work in a disaster impacted environments in which the usual logistics procedures and practices may not function for days, weeks.
- Strong team work, management and communications skills
- Experience in procurement and contract negotiations
- Experience in Supply Chain Logistics Management (including shipping, procurement, inventory management and warehousing)
- Valid driver's license

Training Required

- Appropriate Canadian Red Cross training will be provided in Fall 2008

Working Conditions:

- The work environment may not be as clean and comfortable as a standard office environment.
- The work may require on-call duties and long working hours (up to 10-12 hr shifts, 5-6 days/week) during response. Health risks are involved; all must review the Health and Safety Considerations Form prior to the assignment.