

Canadian Red Cross Disaster Management Volunteer Position Description Disaster Response Team (DRT): Transportation Coordinator

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

Propose: Transportation Coordinator will provide direct support for transportation and fleet management activities and ensure delivery of response in accordance with the CRCS Fundamental Principles, the Mission and the role assigned to the CRC in the government's local response plan.

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
- Assist in developing the Logistics plan and procedures in consultation with the Logistics Manager and Warehouse Coordinator
- Assist in the recruitment of specialized workers to fill the required procurement positions
- In co-ordination with Transportation and Fleet Management Workers, analyzes fleet resources within the area, gathers maps and copies of local driving information
- Ensures copies of volunteer drivers' licenses are on file in an accessible location
- May assist in training and exercising logistics workers
- Assist in the recruitment of specialized workers to fill the required purchasing positions
- Activate Transportation/ Fleet Management Workers of the DRT consistent with the direction from the Logistics Officer and the scope of the operation
- Deploy to the Red Cross operations centre and assist in setting up the Logistics function
- Schedule Transportation Workers
- Meet the transportation/ fleet management requirements of the ERTs and DRT, including mobile services and worker transportation
- Assist in implementing the procedures for vehicle use, including but not limited to first aid requirements for drivers and car checklists
- Maintain an activity log
- Ensure the well being of those they supervise
- Brief and ensure the flow of pertinent information to those they supervise

Duties & Responsibilities Cont'd:

- In co-ordination with Purchasing Workers, analyse material, transportation, and accommodation resources within the area.
- Ensure all transportation/ fleet management requirements and outstanding obligations are complete
- Evaluate Transportation Workers
- Provide a comprehensive final report 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
- Familiarity with the supplier assets available in the region
- Experience in fleet management, contract negotiation and shipping is preferred
- Ability to delegate, supervise and evaluate personnel
- Ability to plan and coordinate activities
- 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 and good driving record

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.