

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

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

Propose: The Warehousing Coordinator will coordinate activities associated with warehousing and internal logistics support required by DRT, and ensure delivery of response in accordance with the Fundamental Principles, the CRCS Mission Statement and legislated laws of the CRCS Act. This position requires close cooperation with Procurement Coordinator to prevent duplication of effort.

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 a Logistics plan and procedures in consultation with Logistics Manager, Transportation Coordinator and Purchasing Coordinator
- Assist in the recruitment of workers to fill the required warehouse positions
- Maintain information on possible facility sites in the area which could be used as emergency warehouse locations
- May assist in training and exercising Logistics workers
- Activate Warehouse Workers of the DRT as part of the call out consistent with direction from the Logistics Manager and the scope of the operation
- Deploy to the Red Cross operations centre and assist in setting up the Warehouse unit
- Schedule Warehouse Workers
- Initiate contact with other officers and managers in the ERTs and DRT for the purpose of coordinating Warehouse support.
- Provide warehousing requirements requested by the Emergency Social Services as well as Support Services for the DRT
- Maintain an activity log
- Ensure the well being of those they supervise

Duties & Responsibilities Cont'd:

- Brief and ensure the flow of pertinent information to those they supervise
- Ensure all warehouse requirements and outstanding obligations have been completed
- Evaluate Warehouse Workers
- Provide a comprehensive final report to include "lessons learned" and recommendations for changes in operating procedure

Minimum Qualifications:

- Understanding of the Red Cross role in disaster response
- Knowledge of community support organizations and their specific roles
- Understanding of Red Cross role in emergency and disaster response
- Knowledge of the warehouse facilities available in the region
- Experience in warehouse management, inventory management, contract negotiation and shipping is preferred
- Ability to delegate and to supervise and evaluate personnel
- Ability to plan and coordinate activities
- Flexibility and ability to work well 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.