

CENTRAL MARIN NEIGHBORHOOD RESPONSE GROUP COORDINATOR

POSITION DESCRIPTION

Central Marin Neighborhood Response Groups (NRGs) are volunteer neighborhood initiatives in communities within Larkspur, Corte Madera, Greenbrae and Kentfield. The NRG mission is to help residents prepare for, respond to, and recover from major disasters like earthquakes, floods and wildfires, with the primary goal being to ensure that every neighborhood within the four jurisdictions is ready to cope until such time as first responders arrive to render aid and assistance.

NRG Coordinator's Role

The NRG Coordinator's primary role is to aid in the development of new NRGs and to provide support to existing NRGs.

Supervision Exercised and Received

The NRG Coordinator reports to the Executive Manager of the Central Marin Fire Authority (CMFA). The NRG Coordinator works in coordination with the CMFA's Executive Manager and the Central Marin NRG Advisory Committee. The NRG Coordinator may exercise technical and functional supervision over volunteers.

Essential Duties and Responsibilities Include:

1. New NRG Development

- Identify and engage neighborhood leaders, apartment complex managers, and trailer park operators to start NRG programs
- Organize and facilitate initial resident meetings
- Provide forms and other start-up tools
- Assist in organizing steering committees for new NRGs and assist steering committees to fill volunteer block captain, command team, and other key roles
- Arrange training for block captains and command team members and coordinate the presentation of First Aid for Disaster Response classes and radio workshops
- Provide guidance and support in all phases of NRG start-up

2. Established NRG Support

- Work with CERT to coordinate NRG program collaboration
- Maintain the Central Marin NRG website, prepare a monthly calendar of events, and produce a periodic newsletter
- Schedule trainings and general meetings
- Maintain frequent contact with NRGs and provide requested support
- Provide incentives to attract volunteers, attract emerging leaders and to retain volunteers
- Assist in coordinating bi-annual NRG drills

3. Administration

- Provide routine updates to town leaders and Fire Council members as required

- Prepare an annual report
- Prepare an annual budget
- Serve as a liaison to the Central Marin Fire Department and the Kentfield Fire District
- Represent the NRG program at community meetings regarding disaster preparedness and serve on planning committees as needed to coordinate NRG activities within the disaster planning community
- Meet monthly with the CM NRG Advisory Committee to participate in goal setting, event planning and such other Advisory Committee tasks and initiatives as may be undertaken
- Act as an NRG spokesperson and engage in public relations activities
- Work with town staff on projects relating to NRG mapping and disaster relief asset identification
- Perform other related duties as assigned or needed to support the NRG program.

Required Knowledge, Skills and Abilities:

- Some experience in emergency response, disaster management, or related fields
- Strong interpersonal, communication and leadership skills
- Detail-oriented and able to manage multiple tasks and projects
- Skilled in public speaking, meeting facilitation and making presentations
- Strong planning and organizational skills
- Able to work independently under general supervision towards clearly defined goals
- Proficient in Word, PowerPoint and Excel

The ideal candidate will:

- Be passionate about disaster planning and emergency response
- Be a responsible and versatile individual with experience working with community groups and volunteers
- Have worked within an existing NRG
- Have a track record of successfully working with diverse groups and stakeholders
- Be a resident of Larkspur, Corte Madera, Greenbrae or Kentfield or be very familiar with these communities

Position details:

- The position reports to the Executive Manager of the Central Marin Fire Authority
- This is a non-benefitted contract position
- Hourly rate range is \$40.00 - \$50.00/hour depending upon qualifications and expenses shall be submitted monthly for reimbursement.
- Hours are anticipated to be approximately 30 hours up to 40 hours per week, with neighborhood meetings, committee meetings and community drills often held during evening hours or on weekends. This position is part-time with the potential to become full-time depending on program needs and funding levels.
- In accordance with the Federal Americans with Disabilities Act (ADA), if special accommodations are necessary at any stage of the selection process, notification of such accommodations must be made to the Town of Corte Madera at the time the employment application is filed. Medical documentation must be provided upon request.
- Qualified applicants receive equal consideration without regard to race, color, religion, sex, sexual preference, gender identification, national origin, ancestry, age, marital status, disability, or other legally protected status.

Application Instructions

Applications and information may be obtained from the Town of Corte Madera's website at www.townofcortemadera.org.

Questions regarding the position or the job announcement should be directed by email to Janet Thiessen, Human Resources Manager at:

jthiessen@centralmarinpolice.org.

Due Date: OPEN UNTIL FILLED- First review date is planned for November 25, 2019.

Applications must include:

- 1) Completed application form
- 2) Cover letter detailing applicant's interest in the position
- 3) Current resume

Applications without all three documents will be considered incomplete and will not be given further consideration.

Applications will be screened for completion of all requested application materials and on a **Best Qualified** basis as determined by their interest in the position, skills, knowledge and relevant experience. An oral panel interview and performance exercise will be scheduled as soon as possible thereafter for those candidates deemed best qualified for the position.

Application packets may be mailed to:

Janet Thiessen
Human Resources Manager
c/o Central Marin Police Authority
250 Doherty Drive
Larkspur, CA 94929

Or sent via email to: jthiessen@centralmarinpolice.org