

Volunteer Position Job Description

Job Title:

Emergency Preparedness Coordinator

Purpose:

To keep the school's emergency supplies and plans up-to-date.

Location:

Crescent Park School, community

Key Responsibilities:

- Checking the earthquake supplies contained in the storage bin.
- Removing expired food and/or water
- Replacing expired supplies, purchasing required supplies on behalf of PAC
- Submitting expenses to PAC Treasurer
- Updating emergency kits, purchasing new supplies when student and staff numbers increase
- Keeping an accurate inventory of the supplies to ensure there are enough for all students and staff at the school.
- Key holder for container bin

Reports to:

PAC Executive

Length of Appointment:

September - June

Time Commitment:

4 – 10 hours at the beginning of the school year
Additional hours in the second half of the school year to update supplies
Required to check and empty moisture tray once a month.

Qualifications:**Support:**