

## **Volunteer Opportunities – Summary of Responsibilities\***

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*\*This is a summary of responsibilities; several roles have full job descriptions and certain requirements. Details are available through the DRS office.*

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## **Group Mission Trips**

Groups from churches, schools, families, or businesses complete clean up and reconstruction projects as directed by a local recovery group coordinator. Identify one person to be the main contact with the DRS office.

### **Group Leader**

- Work with DRS staff to identify a location based on your group preferences.
- Distribute, collect and return completed applications from your group members to the DRS office in a timely fashion.
- Plan details of your group trip, including orientation, travel and meal arrangements, weekly schedule, etc.
- Before departing for your trip, connect with your local coordinator discuss work, housing, meals, etc. Communicate these details to your group.
- Return completed feedback forms to DRS office upon returning home.

### **Group Member**

- Participate in group orientation and devotion sessions as organized by your group leader and/or local coordinator.
- Complete repair and cleanup project as assigned by the local coordinator.
- When possible, nurture relationship with homeowners.

## **DRS Managed Reconstruction Sites**

Daily coordination and leadership on a DRS-managed reconstruction site is provided by the assigned DRS On-site Manager (OSM) and Construction Supervisor (CS). Each three week team has a CS, OSM, reconstruction crew, and cook team put together by the DRS volunteer program manager.

### **Reconstruction Team Member**

- Perform home reconstruction tasks as assigned by your construction supervisor.
- Participate in daily devotions and debriefing.
- Nurture the relationship with homeowners.

### **Cook Team Member**

- Plan, prepare and cook/bake three meals a day for about 25 people for the duration of the assignment.

### **Construction Supervisor (CS)**

In summary, the CS is responsible for:

- Conducting client project inspections when needed and preparing estimates for the materials and labor needed to repair disaster damaged homes.

- Coordinating the supply of materials, equipment, and tools required for the client work projects.
- Directing the work of volunteers for quality and safety in a sensitive manner.
- Being aware of and in compliance with local building codes.
- Implementing DRS mitigation standards.
- Participating in managers' meetings and training events when opportunities are available. Promoting the role of DRS in word and deed as opportunities arise, particularly for purposes of recruiting new volunteers.
- Committing to serving a minimum of two assignments as CS in one year.

### **On-Site Manager (OSM)**

In summary, the OSM is responsible for:

- Coordinating and providing leadership for all activities on a DRS construction site for the assigned duration.
- Ensuring that all volunteers on site receive proper orientation, safety training, food, and lodging to enable them to serve in conditions that promote high morale and fellowship.
- Establishing and maintaining DRS financial and other reporting systems. Submitting project documentation to DRS office and other pertinent agencies in a timely manner.
- Establishing and maintaining "faithful servant" relationships with partner organizations, clients, local churches, the business community, and government officials, so as to bring honor to the Lord and His Kingdom in the communities in which we work.
- Encouraging volunteers to nurture relationships and develop friendships.
- Committing to serving a minimum of two assignments in a DRS season.

### **Early and Rapid Response**

In the days and weeks immediately following a disaster, volunteers provide care to survivors, network with other responding organizations, and provide clean up services.

#### **Early Response Coordinator**

In the event of a disaster, a couple or small group of volunteers may be enlisted to travel as quickly as possible to the affected area.

- To the degree possible, tour the affected area, taking the time to provide emotional and spiritual care to survivors and to community leaders and partners who may be under severe stress.
- Connect with other organizations that are on the scene. Become aware of what each is doing, and make others aware of our capabilities.

- When appropriate, exercise an advocacy role, communicating to survivors the importance of registering with FEMA, how to go about that, and how to access other assistance that is available.
- Provide brief physical labor when helpful and when able.
- Take pictures and capture meaningful stories
- Scout logistics for potential rapid response teams.

### **Rapid Response Team Member**

Under direction of Rapid Response Leader, carry out necessary clean up and debris removal in the days or weeks following a disaster.

- Be available to go on sudden notice after a disaster.
- Provide clean up and debris removal services.
- When the opportunity arises, nurture the relationship with homeowners.

### **Rapid Response Leader**

Provide leadership for a team shortly after a disaster with a focus of cleanup and debris removal.

- Be available to go on sudden notice after a disaster.
- Provide orientation for team members about the assignment, the community, the disaster, safety considerations and anticipated working conditions.
- Supervise a volunteer team who will provide cleanup and temporary repair services as well as emotional & spiritual support to survivors.
- Line up work for the team either in conjunction with another organization on the ground or by physically going door-to-door.

## **Unmet Needs Assessment**

Under direction of a team leader, conduct a community wide assessment to identify those with unmet needs, generally several months after a disaster, when the long term recovery group is operational and most homeowners know their FEMA and insurance payouts.

### **Needs Assessment Team Member**

Conduct surveys of residents, either door-to-door or at a walk in center in order to:

- Locate persons affected by a disaster and identify their unmet needs.
- Prioritize responses for those in need.
- Create a data base of client information for the local recovery group case management process.

### **Needs Assessment Leader**

Coordinate the work of a volunteer team who interviews disaster survivors to determine whether there are unmet needs after other agencies have left the scene.

- Establish and maintain a sound relationship with the local recovery group (LTRG). Discuss the LTRG's expectations, team logistics, plans for advance publicity, and your teams' arrival.
- Determine together the geographical area that your team will be expected to cover, and whether the team will go door-to-door or utilize walk-in centers.
- Plan a schedule for the team that includes time for orientation, instruction, group devotions, survey in-take, debriefing, as well as relaxing.
- Supervise the team and assessments progress over the duration of the assignment.

## **Construction Estimating**

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General two people, making personal visits to homes to determine the materials, skills and time required for repair and construction.

### **Construction Estimator**

- Adhere to the requirements of the long term recovery group or other partner agency representative.
- Complete comprehensive estimates for material and labor for the given project based building codes and/or related conditions resulting from the disaster.
- Provide a copy of the estimate and pictures to the long term recovery group.

## **Accounting**

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### **Accountant**

- As opportunity arises, assist local recovery groups with bookkeeping procedures, auditing, and financial systems.

## **At Home**

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Support volunteers and promote opportunities for engagement to churches and individuals in your area.

### **Area Representative**

- Represent, promote and support DRS within an area as defined by a Christian Reformed classis.
- Support and encourage current DRS volunteers who reside in your area.
- Provide information concerning DRS activities and volunteer opportunities for individuals, couples and groups to the churches, classis and diaconal conferences within your area.
- Work cooperatively with other DRS personnel on disaster recovery plans in your assigned area.

## **Office/Warehouse Volunteer**

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For those close to Byron Center, Michigan

### **Office Volunteer**

- Assist as needed with light typing, data entry, organizing, etc.

### **Warehouse Volunteer**

- Assist with vehicle care and maintenance, tool repair, general building maintenance, etc.