

## Lutheran Services Carolinas Job Description

**Job Title:** Resource Coordinator  
**Supervisor (title):** Disaster Response Supervisor  
**Department:** Disaster Response Services  
**Approved by:** B. Welch Thomas *BWT*

**Date:** 3/15/2017

### **Position Purpose/Summary:**

This position provides coordination of resources between all available volunteer organizations to ensure all resources are available to case management provider. Schedules, organizes, and leads volunteer groups as necessary.

### **Essential Functions** *(Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.)*

1. Develops reports, maintains records corresponds with contracts, volunteer groups, home owners, donors, and all available case management providers.
2. Communicated through emails and phone calls and maintains open lines of communications between all disaster assistance providers.
3. Coordinates and attends all appropriate meeting regarding statewide resources.
4. Maintains a flow chart of activities throughout the state and provides updates to the Program Manager and NCED
5. Develops, maintains and updates a list of available resources to assist NCDPS.
6. Provides daily activity reports to Program Manager and documents activities.
7. Works closely with all partner organizations, the State of North Carolina, FEMA and other federal partners as required.
8. Develops administrative staff by providing information, educational opportunities, and experiential growth opportunities.
9. Coordinates the preparation of reports and data.
10. Maintains a current knowledge base regarding DCM activities and any potential future resources.
11. Other duties as assigned

### **Supervisory Responsibilities, if any** *(The scope of the person's authority, including the positions that report to the incumbent.):*

**N/A**

### **Qualifications (Minimum Job Requirements):** *Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions*

Education: Minimum Bachelors degree

Experience: Previous experience in coordinating volunteers, and in human services field.

Specific skills/abilities: Demonstrated coordination and leadership ability to be flexible in dealing with multiple constituencies. Excellent interpersonal, listening, and administrative skills. Knowledge of North Carolina social service delivery systems. Good organizational, time-management and communication skills. Previous disaster related experience a plus.

Specialized knowledge, licenses, etc: Valid driver's license and dependable transportation.

**Preferences (Optional):** *(Preferred attributes for the position, which are not absolutely required in the minimum qualification - e.g. masters degree, bilingual).*

N/A

**Working Conditions/Physical Requirements:** *(Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions).*

1. Office conditions apply, sitting at desk in front of computer for extended periods of time.
2. Ambulatory throughout all locations.
3. Travel to various locations; ability to drive required.
4. Ability to bend, stoop (to floor), reach overhead.
5. Ability to live minimum 10 pounds.

This job description is not an employment contract. Lutheran Services Carolinas reserves the right to alter the job description at any time without notice.

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Employee Signature

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Date

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Supervisor Signature

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Date

***Employee signature constitutes employee's understanding of the requirements, essential functions and duties of the position.***