

Job Summaries for Unit Lead Positions

Beaverton CERT, revised 06/11/17

Documentation Unit Lead

- Reports to Deputy Supervisor of Support
- Operates with minimal supervision
- Interacts with all levels and areas of the organization
- Direct reports only as delegated

Knowledge, Skills, and Abilities:

- strong desire to learn about CERT operations and how they interact
- patience, good sense of humor, curiosity, persistence
- self-starter, not easily intimidated or put off
- good written & verbal communication skills
- good interpersonal skills
- good organizational skills
- detailed-oriented

Essential Functions:

- create and implement a plan for documenting CERT activities
- design and implement a document tracking system
- respectfully, tactfully, and persistently request and arrange meetings with CERT members to discuss documentation
- interview CERT members about their tasks
- based on interview results, draft documents
- appropriately format docs submitted by CERT members
- work with CERT members in an iterative fashion to refine docs
- send documents for approval
- work with approving bodies to secure document approval
- update document tracking spreadsheet

Logistics Unit Lead

- Reports to Deputy Supervisor of Support
- Operates with minimal supervision
- Works closely with EM Logistics staff
- Interacts with all levels and areas of the organization
- Direct Reports only as delegated

Knowledge, Skills, and Abilities:

- strong desire to learn about CERT equipment and how it is used
- organized, comfortable with Excel (spreadsheets for tracking)
- good written & verbal communication skills
- good interpersonal skills
- detailed-oriented
- climbing in/out of trailer; moving equipment
- attending planning meetings for big events (once/month to once/week as event gets closer)

Essential Functions:

- know where everything is whether you manage it or not
- ensure all CERT equipment/supplies is inventoried and tracked
- as requested, ensure chair/table layout, audiovisual needs, signage, etc. are in place for Roundtable and other meetings
- keep inventory logs readily accessible
- be member of planning teams for events, especially Mayday and Regional
- ensure Logistics support is provided for events, especially Mayday and Regional
- work with Leadership to determine what equipment/supplies are necessary during activation under different scenarios

Outreach Unit Lead

- Reports to Deputy Supervisor of Programs
- Operates with moderate supervision
- Interacts with all levels and areas of the organization
- Manages many delegated volunteers for outreach and MYN activities

Knowledge, Skills, and Abilities:

- strong desire to educate community about emergency preparedness
- excellent verbal communication skills
- excellent interpersonal skills
- excellent organizational skills
- good written communication skills
- detailed-oriented

Essential Functions:

- work with the Deputy Supervisor to develop and implement a comprehensive and innovative annual community outreach plan
- work collaboratively and seamlessly with outreach team to identify new potential individual, private, corporate, school and other organization outreach opportunities
- research and assist in developing plans for expanding the presence of CERT, Map Your Neighborhood and Take 5 to Survive in the community
- determine potential community partners relevant to outreach efforts
- recruit, place, retain and support outreach volunteers
- coordinate outreach booth and volunteers for community events
- coordinate the Speaker's Bureau
- manage Map Your Neighborhood tracking database

GeoTeam Coordination Unit Lead

- Reports to Deputy Supervisor of Programs
- Operates with moderate supervision
- Interacts with all levels and areas of the organization
- Manages GeoTeam Leads for the seven geographical CERT areas

Knowledge, Skills, and Abilities:

- strong desire to guide, support and mentor GeoTeam Leads
- excellent interpersonal skills
- excellent organizational skills

- written and verbal communication skills
- detailed-oriented

Essential Functions:

- work collaboratively and seamlessly with GeoTeam Leads to develop standard training/activities for their teams while maintaining individual emphasis of each GeoTeam Lead
- foster communication and idea sharing between GeoTeam Leads
- assist GeoTeam Leads in area recruitment and member retention