

Fairview Hospital in Great Barrington MA with the Berkshire Regional Planning Commission is seeking an outgoing part-time volunteer coordinator for the Berkshire County and Franklin County Medical Reserve Corps (MRC).

The Medical Reserve Corps (MRC) is a federal program founded in 2002 in response to the events of 9/11, as a means to encourage citizens to serve their community through volunteering during disasters and other times of community need. The MRC is a valuable community resource that provides pre-credentialed, trained support of medical and non- medical volunteers during disasters and other times of community need. The Mission of MRC is to build resilient communities and enhance emergency response capacity through volunteerism and community outreach. For more information about the MRC and its work in Western Massachusetts, please visit [www.wmmrc.org](http://www.wmmrc.org).

This position offers an opportunity to lead a dynamic group of dedicated volunteers, build relationships and pursue opportunities for collaboration with Regional Emergency Planning Committees, local Boards of Health and other groups, in order to fulfill MRC's mission.

Chosen candidate will be a 'face' of MRC in Berkshire and Franklin Counties, have reliable transportation, and the ability to travel throughout the two counties as needed (occasionally other parts of the state), including on some weekend and evenings.

**Responsibilities include:**

- ✓ Organize and facilitate volunteer recruitment, orientation and training events;
- ✓ Communicate with, deploy and track volunteers using MAResponses;
- ✓ Maintain records and budget when appropriate;
- ✓ Assist in completing monthly reports for state and federal government funders;
- ✓ Raise public awareness through events and/or presentations;
- ✓ Work closely with the Director of Berkshire and Franklin MRC to ensure yearly deliverables are met.

**The ideal candidate will possess the following:**

- Bachelor's Degree or relevant professional experience
- Emergency planning and response experience
- Volunteer Management experience and affinity for volunteerism
- Knowledge of Public Health
- Teaching/Training and leadership experience
- Reliable computer, technical proficiency and ability to learn internet based volunteer management data bases
- Ability to work independently and creatively
- Ability to adjust work time to schedule of community meetings, exercises and response
- Willingness to meet all Fairview Hospital required employee trainings before employment is final
- Excellent organizational skills
- Skill and comfort working with people both individually and in groups
- Professional and personable attitude