



American Red Cross
Madison/Marshall County
1101 Washington Street
Huntsville, AL 35801
256-536-0084 Ext 310

Dear Potential Volunteer,

The Governor of Alabama has mandated that two year community colleges across the state be opened as evacuation shelters in the event of a major hurricane in the Southeast. The American Red Cross has agreed to support the state in the operation of these shelters. The state will provide the facilities and associated support and the Red Cross will manage and staff the shelters. The Madison/Marshall County Chapter has the responsibility of managing four potential shelters; J.F Drake, Calhoun (Huntsville), Snead and Northeast Community Colleges. Shelter operations in these four community colleges will require a significant number of Red Cross volunteers (potentially 25-50 per shelter) and even more if we need to open overflow shelters.

We need your help in meeting this requirement. We need volunteers with or without sheltering experience. For those who have not been trained to work in shelters we will provide shelter training.

Attached is the position description for shelter workers and training requirements. It is a demanding job; however it is a rewarding job to know that you have helped not only your community, but others that may shelter from a devastated area. I am sure it is fresh in your memory the cries for help from residents impacted by Hurricane Katrina. We are being pro active in working with the State of Alabama to help before another hurricane strikes or a disaster impacts our Madison County community.

If you would like to help, please provide your name, phone number and address to your church office. By doing this your name will be given to the Madison/Marshall County Red Cross and we will provide you with the information regarding registration, training and/or answer any questions you may have.

Thanks for your support,

Joe Sims
Volunteer Chair, Disaster Services
American Red Cross Madison/Marshall County

Position: Shelter Worker, Faith Based & Partner Agency Sponsored Program

Appointed By: Disaster Services Department

Reports To: Shelter Manager

Responsible For: Working in an American Red Cross disaster shelter in support of a disaster relief operation. Shelter worker will work under the supervision of the Shelter Manager.

Specific Duties:

1. Perform duties as assigned.
2. Transport material items as instructed.
3. Assist with food distribution as instructed.
4. Assist with other shelter duties as needed, working under the guidance of the Shelter Manager.

Qualifications:

1. Must complete all required paperwork and training.
2. Must be able to perform requirements according to the mass care grid which includes but not limited to heavy lifting (50 lbs), standing for long periods of time and walking 1-2 miles.
3. Must be able to interact with all kinds of people.
4. Must be able to work under adverse conditions.
5. Must be willing to observe all guidelines and procedures.

Time Commitment: Required training – 15 hours total. Must be available to work more than one shift in the shelter. Future shifts may vary based on need.

Volunteer Position Certification Requirements:
(training and paperwork required to perform the volunteer position)

Volunteer Position: Shelter Worker, Faith Based & Partner Agency
Sponsored Program

Dept / Area: Red Cross Disaster Services

1. Basic Red Cross Orientation – 1 hour
Complete application, code of conduct, and intellectual property agreement.
2. Must enter information on-line for a background check. The check must clear before volunteer work can be performed.
3. Introduction to Disaster
On-line – 1 hour
4. Mass Care Overview
Classroom setting – 4 hours
5. Shelter Operations
Classroom setting – 4 hours
6. Shelter Simulation
Classroom setting – 5 hours
7. Other Information
Class size requirement
Held at the Red Cross Building
Minimum – 10 people / Maximum – 20 people
Held off site at a church or other location - must have 20 enrollees

