

## Volunteer Opportunities

### **Accounting Assistant:**

Assists staff with accounting duties in Finance Department such as account analysis, account reconciliation, bank reconciliation, closing entries and report generation.

Hours: Flexible weekdays with a minimum of 4 hours per week between the hours of 8:30 am and 5:00 pm.

Location: Chapter Headquarters, 4800 Mt. Hope Drive, Baltimore, MD.

Age: 17 years of age or older

### **Adult Disaster Presenter:**

Gives presentations to targeted or general audiences to educate the public on respond to natural and man-made disasters. Excellent communication skills required. Materials and training provided.

Hours: Daytime, evenings, seven days a week for approximately 4 – 6 hours.

Location: Chapter-wide

Age: 18 years of age or older

### **Blood Donor Recruiter:**

Recruits blood donors for upcoming blood drives. Volunteer will work with an Account Representative and/or a Donor Sponsor of a pre-selected group.

Hours: Flexible depending on location.

Location: Home or at the donor group's location. Training will be provided

Age: 14 years of age or older

### **Blood Services Volunteer Scheduler:**

Schedules other volunteers (in advance) to work at blood drives or donor centers

Hours: Flexible depending on location.

Location: Work may be done at home or at Blood Services Headquarters, 4700 Mt. Hope Drive, Baltimore, MD.

Age: 14 years of age or older

### **Blood Services Transportation Driver:**

Transports collected blood from blood drives throughout the Region to Red Cross Headquarters for processing. Transports processed blood from Red Cross Headquarters to hospitals in the Region. May also transport volunteers and other materials as necessary.

Hours: Commitment of one day or one evening/week, flexible. Seven days a week.

Locations: Varies throughout Region.

Age: 21 years of age, with 2 years of driving experience, must have a Valid/Current Maryland Drivers License

### **Blood Services Clerical:**

Assist various Departments within the Red Cross Region's Headquarters performing such duties as filing, collating materials, answering phones, data entry, preparing mailings, etc.

Hours: Commitment of 4 hours day a week. Monday thru Friday 8:30 a.m. to 5:00 p.m. Flexible.

Location: Red Cross Headquarters, 4700 Mt.Hope Drive, Baltimore, Maryland

Age: 14 years of age or older

### **Blood Services Donor Relations Volunteer:**

Assists Red Cross staff at blood drives and donor centers by greeting and escorting donors, serving refreshments and providing excellent customer service to donors.

Hours: Days/evenings/weekends. Drives usually last about 4-6 hours

Location: Blood drive/donor centers in the Greater Chesapeake/Potomac regions

Age: 14 years of age or older

### **Building Maintenance Supporter:**

Perform various small scale projects, such as painting, fixing and replacing light bulbs, hanging pictures, and other miscellaneous tasks around chapter headquarters

Hours: Flexible weekdays with a minimum of 4 hours a week between the hours of 8:30 am and 5:00 pm.

Location: Chapter Headquarters, 4800 Mt. Hope Drive, Baltimore, MD.

Age: 14 years of age or older

### **Case Analyst Assistant:**

Registers incoming mail and updates information in the computer system in an accurate and complete manner while maintaining data integrity

Hours: Flexible weekdays with a minimum of one 4 hour shift per week between the hours of 8:30 am - 12:30 pm or 1:00 pm - 5:00 pm

Location: Chapter Headquarters, 4800 Mt. Hope Drive, Baltimore, MD.

Age: 17 years of age or older

### **Clerical/Administrative:**

Assists with copying, collating and assembling materials; data entry, filing and answering phones. Computer literacy is helpful but not mandatory. Good interpersonal, organization, and communication skills are needed

Hours: Flexible weekdays with a minimum of 4 hours between the hours of 8:30 am and 5:00 pm  
Location: Chapter Headquarters, 4800 Mt. Hope Drive, Baltimore, MD.  
Age: 14 years of age or older

### **Club Mentor:**

Strengthens Red Cross Clubs by mentoring club leaders and advisors. Offers support and guidance to the clubs while coordinating trainings/projects with youth services staff

Hours: Flexible, 4-8 hours per month  
Location: Chapter Headquarters, 4800 Mt. Hope Drive, Baltimore, MD and , schools throughout the chapter area.  
Age: 18 years of age or older

### **Customer Supporter (CSS):**

Generally needed at large blood drives or specially designated drives. The CSS plays a key role in providing service excellence to the donors by assisting the Red Cross staff in helping to ensure a smooth-running drive. Coordinates volunteer activities on behalf of the drive's supervisor, welcomes and directs donors

Hours: Weekdays, evenings, 7 days a week  
Location: Blood drives/donor centers of the Greater Chesapeake/Potomac Blood Regions  
Age: 14 years of age or older

### **Disaster Action Team (DAT) Dispatcher:**

Ensures that requests for American Red Cross disaster assistance are responded to within 2 hours of notification. Must have effective communication skills, leadership skills and willingness to take direction and complete assigned tasks. Must have access to a telephone. Must take the Disaster Action Team Training course

Hours: 4-8 hours shifts between Friday, 5:00 pm and Monday, 8:30 am.  
Location: Home  
Age: 18 years of age or older

### **Disaster Action Team Member:**

Responds with 1 or more team members to local single/multiple-family disasters within 2 hours of notification. At disaster site must conduct preliminary damage assessment, assess client's immediate emergency needs and personal resources ensuring basic sheltering, feeding, clothing and medical needs are met. Extensive basic training (18hour) provided. Basic identification/safety equipment provided. Opportunities to utilize and develop specialized skills. Must have transportation and email

**Note: Conditions vary depending on time of day, season and type/magnitude of disaster**

Hours: Based on availability. Monthly meetings

Location: Chapter-wide, 4800 Mt. Hope Drive, Baltimore, MD.

Age: 18 years of age or older

### **Disaster Instructor:**

Provides basic training to local Disaster Team/Disaster Services Human Resource members in a variety of activities. Open to local DAT/DSHR members in good standing with appropriate training/experience. Applicants must successfully complete 1) *Fundamentals of Instruction and Facilitation* and 2) *Disaster Instructor Specialty Training*, and be authorized to teach

Hours: Courses schedules for weeknights/weekends

Location: Chapter Headquarters, 4800 Mt. Hope Drive, Baltimore, MD.

Age: 18 years of age or older

### **Disaster Mental Health Worker:**

Provides emotional support and short-term assistance to disaster workers and clients. Must be a licensed mental health professional. Pre-requisite training includes *Introduction to Disaster Services* and *Disaster Mental Health I*

Hours: Vary

Location: Chapter-wide

Age: 21 years of age or older

### **Disaster Nurse:**

Assesses health needs of disaster victims and provides emergency, preventative health and emotional support to disaster victims and their families. Four levels of participation include general on-call nurse, specific on-call nurse (carries a pager), nursing supervisor, and nursing instructor. **Must have a R.N. license**

Hours: Vary

Location: Chapter-wide

Age: 21 years of age and older

### **Disaster Services Human Resource System Member:**

Responds to major disaster. Commitment: locally (minimum of 1 day), statewide (minimum of 7 days), nationally (21 day commitment preferred). Qualified applicants **MUST** a) be a local DAT member in good standing, b) meet National American Red Cross training/experience criteria, c) be in good health, d) be able to travel on short notice, and e) be able to function under adverse conditions. Flexibility and maturity essential. Current First Aid/CPR certification required. Travel, lodging and meal expenses are covered

**Note: Conditions vary depending on time of day, season, and magnitude/type of disaster**

Hours: 24 hours minimum to 21 days maximum.

Location: Local, statewide and national

Age: 18 years of age or older

### **Equipment Aide:**

American Red Cross Central Maryland Chapter

Assists in preparation of equipment and supplies for courses and other health services

Hours: Weekdays with a 4 hours minimum per week

Location: Chapter Headquarter, 4800 Mt. Hope Drive, Baltimore, MD.

Age: 14 years of age or older

### **Emergency Services Committee Coordinator:**

Provides administrative support to the Director of Emergency Services and the Emergency Services Committee. Maintains committee roster, does monthly minutes, coordinates monthly meeting, and prepares correspondence as required

Hours: 1-3 hours per week required, may be day or evening hours.

Location: Mostly from home. Computer and internet access for email communication

Age: 18 years of age and older

### **Event Researcher:**

Assists Chapter fundraising by researching background of other successful fundraising events. Contacts corporations, foundation etc. for interest in sponsorship. Mostly internet research with follow-up phone calls. Prepares research reports and background materials on events, and enters research material into a computer program

Hours: At least one 4 hour shift, Monday – Friday, between 8:30 am and 5:00 pm

Location: Chapter Headquarters, 4800 Mt. Hope Drive, Baltimore, MD.

Age: 18 years of age and older

### **Front Desk Receptionist:**

Greets and directs visitors to the Central Maryland Chapter. Assists with mail and other deliveries. Excellent communication skills necessary

Hours: At least one 4 hour shift, Monday – Friday, between 8:30 am and 5:00 pm

Location: Chapter Headquarters, 4800 Mt. Hope Drive, Baltimore, MD.

Age: 14 years of age or older

### **Grant Researcher/Writer:**

Researches, writes and edits grant proposals and related articles and press releases. Conducts interviews with program staff and participants

Hours: At least one 4 hour shift, Monday – Friday, between 8:30 am and 5:00 pm

Location: Chapter Headquarters, 4800 Mt. Hope Drive, Baltimore, MD.

Age: 18 years of age or older

### **Health Instructor:**

American Red Cross Central Maryland Chapter

Conducts Red Cross Health and Safety courses for the community, including Standard First Aid, CPR, Babysitter Training, and lifeguard Training

Hours: Weekdays, evenings, and weekends Must commit to teaching 6 courses per year

Location: Courses are taught at Chapter Headquarters or as part of training projects for community groups

Age: 17 years of age or older

### **Hispanic Health Instructor:**

Conducts Red Cross Health and safety courses in Hispanic communities. Courses include Standard First Aid, CPR, Babysitter Training and Lifeguard Training. Must be fluent in Spanish

Hours: Weekdays, evenings and weekends. Must commit to teaching 6 classes per year

Locations: Community-wide

Age: 17 years of age or older

### **Holocaust Research Assistant:**

Conducts internet research on missing persons through Holocaust WWII related databases as well as searching on US address databases for persons believed to be in the US. Conduct research to assist with requests for historical information from other Red Cross Chapters and the general public on request. Must have computer skills and internet research experience

Hours: At least one 4 hour shift, Monday – Friday, between 8:30 am and 5:00 pm

Location: Chapter Headquarters, 4800 Mt. Hope Drive, Baltimore, MD.

Age: 17 years of age or older

### **Home Visitor:**

Works in teams with other staff to make scheduled visits to disaster sites to perform a detailed damage assessment, review losses, and provide immediate emergency services. Training is provided

Hours: Weekdays 8:30 am-5:00 pm

Location: Chapter-wide

Age: 18 years of age or older

### **Information Technology Supporter:**

Assists with an ongoing network update project including system inventory and computer upgrades. Skills should include strong interpersonal and communication skills, as well as proficiency with Microsoft Windows and Microsoft Word (9x, 2000, XP), and accuracy in data entry

Hours: At least one 4 hour shift, Monday – Friday, between 8:30 am and 5:00 pm

Location: Chapter Headquarters

Age: 14 years of age or older

American Red Cross Central Maryland Chapter

### **Mascot-Fred Cross (dog) and Squiggy (squirrel):**

Helps communicate the Red Cross message. Volunteers wear a costume and remains in character during events. May also assist Red Cross instructors in educating children about fire safety, preventing injuries and other Red Cross programs

Hours: Flexible days, evening and/or weekends  
Location: Chapter-wide, 4800 Mt. Hope Drive, Baltimore, MD  
Age: 14 years of age or older

### **Photographer:**

Take pictures at Red Cross events or at Red Cross emergency response sites. Experience in photography is necessary

Hours: Weekdays, evenings and/or weekends  
Location: Chapter-wide according to the event  
Age: 18 years of age or older

### **Prospect Researcher:**

Assist Chapter fundraising by researching biographical, historical, financial and philanthropic background of individuals, corporations, foundations etc. Prepares research reports and background materials on individual prospects and enters information into a computer program

Hours: At least one 4 hour shift, Monday – Friday, between 8:30 am and 5:00 pm  
Location: Chapter Headquarters, 4800 Mt. Hope Drive, Baltimore, MD  
Age: 18 years or age or older

### **Reading Test Assistant:**

Assists with the reading comprehension examination that is administered by the Health and Safety Department for entrance into the nurse assistant program

Hour: One Thursday a month, to be determined, 9:00 am-11:30 am.  
Location: Chapter Headquarters, 4800 Mt. Hope Drive, Baltimore, MD.  
Age: 17 years of age or older

### **Recognition Supporter:**

Assists staff in the recognition and retention of volunteers

Hours: Flexible  
Location: Blood Services Headquarters, 4700 Mt. Hope Drive, Baltimore, MD.  
Age: 14 years of age or older

### **Red Cross Clubs/Corps:**

American Red Cross Central Maryland Chapter

Establishes Red Cross Club/Corps in schools. Students serve their community, make friends and learn leadership skills by becoming involved with the Red Cross Clubs

Hours: Varied  
Location: Schools  
Age: 14 years of age or older

**Speaker:**

Promotes the Red Cross by making presentations and giving talks as speaker's bureau presenter. Excellent communication skills requires. Training provided

Hours: Weekdays, evenings and/or weekends as events are scheduled  
Location: Chapter-wide, 4800 Mt. Hope Drive, Baltimore, MD.  
Age: 14 years of age or older

**Special Events Project Coordinator:**

Assists in coordinating special events and promotions. Contacts prospective sponsors. Marketing and/or sales skills are necessary

Hours: Varies from project to project and hours are flexible  
Location: Chapter, 4800 Mt. Hope Drive, Baltimore, MD and various venues throughout the community  
Age: 17 years of age and older

**Special Project Supporter:**

Plan special educational events and trips for Tracing Center volunteers

Hours: Flexible  
Location: Home  
Age: 17 years of age or older

**Special Project Volunteer Groups:**

Assist in yearly campaigns to raise funds for events such as golf tournaments, thank-a-thons, etc. Training and support is provided.

Hours: Time commitment is specific to project and can be arranged.  
Location: Chapter Headquarters, 4800 Mt. Hope Drive, Baltimore, MD.  
Age: 17 years of age and older

**Tracing Specialist:**

American Red Cross Central Maryland Chapter

Takes inquiries, reviews requests for tracing services and provides service in accordance with American Red Cross tracing guidelines. Manages correspondence with other national Red Cross/Red Crescent societies. Must have computer/typing skills

Hours: At least one 4 hour shift, Monday – Friday, between 8:30 am and 5:00 pm

Location: Chapter Headquarters, 4800 Mt. Hope Drive, Baltimore, MD

Age: 17 years of age or older

### **Trainer:**

**Volunteer Orientation Trainer:** Develop and facilitate monthly volunteer orientation trainings.

**Youth Leadership Trainer:** Create Curriculum and facilitate interactive leadership training for high school and college students:

**Youth Community Disaster Education Trainer:** Facilitates trainings to Youth CDE presenters

Hours: Flexible

Location: Chapter-wide, 4800 Mt. Hope Drive, Baltimore, MD

Age: 18 years of age or older

### **Translator:**

Translates documents and letters. Must be proficient in English and one or more of the following languages: Polish, Hebrew, Yiddish, Russian, Czech, Slovak, French, Italian or Spanish to English:

Hours: Weekdays with a minimum of 4 hours per week. On-call work available depending on language and availability

Location: Chapter, 4800 Mt. Hope Drive, Baltimore, M or from home.

Age: 17 years of age or older

### **Website Assistant:**

Assists staff in various departments with website content and design

Hours: At least one 4 hour shift, Monday – Friday, between 8:30 am and 5:00 pm

Location: Chapter Headquarters, 4800 Mt. Hope Drive, Baltimore, MD and some work from home

Age: 17 years of age or older

### **Youth Community Disaster Education (CDE) Coordinator:**

Coordinates the efforts of the volunteers who present preparedness education to students from elementary through university levels. On-the-job training is provided.

Hours: Minimum of 6-10 hours required per week

Location: Home and/or Chapter Headquarters, 4800 Mt. Hope Drive, Baltimore, MD

Age: 18 years of age or older

**Youth Community Disaster Education (CDE) Marketing Manager:**

Spreads disaster awareness to students through youth-friendly materials by creating brochures, flyers, press-releases, and website content. On-the-job training is provided

Hours: Minimum of 6-10 hours per week

Location: Home/Chapter , 4800 Mt. Hope Drive, Baltimore, MD .

Age: 16 years of age or older

**Youth Community Disaster Education (CDE) Presenter:**

Leads presentations about Community Disaster Education to youth of all ages (elementary through university). Training will be provided by Youth DCE trainers

Hours: Day and/or evening hours with a minimum of 4-5 hours a month

Location: Chapter-wide, 4800 Mt. Hope Drive, Baltimore, MD

Age: 16 years of age and older

**Youth Community Disaster Education (CDE) Trainer:**

Facilitates trainings to Youth CDE presenters. On-the-job training provided. Excellent communication skills are required. Must be able to work in a team environment

Hours: Flexible

Location: Home/Chapter, 4800 Mt. Hope Drive, Baltimore, MD

Age: 18 years of age or older

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