



Disaster Services Program Coordinator

Serve as the Disaster Services Program Coordinator, advances the Board of Commissioner's strategic planning and assists in the overall management of the state commission's portfolio funded through the Corporation for National and Community Services.

Advance the framework of the Disaster Services activities within Serve Kentucky by developing a state disaster plan based on the National Service Disaster Scale and to develop an in-State Deployment Model and Plan that can be implemented when a disaster occurs. Develop and improve the coordination and response of national service resources and volunteerism to develop a plan that supports statewide preparedness for, response to and recovery from disasters. Build partnerships and provide technical assistance to meet community needs.

In collaboration with KY Emergency Management (KYEM) and KY Volunteer Organizations Active in Disaster (KYVOAD), build and expand capacity of voluntary agencies to assist with response and recovery practices. Assist with implementation of a web based volunteer management and disaster services portal and act as a volunteer coordinator in times of disaster on the Serve Kentucky team.

Engage volunteers to support Serve Kentucky's mission through identification of opportunities, development of position descriptions and the recruitment, training, supervision and recognition of volunteers.

In conjunction with other Serve Kentucky staff, participates in identifying and soliciting potential sub-grantees programs. Assists in conducting and evaluating programs and training events for sub-grantees and potential sub-grant programs.

Other duties, as assigned.

This is a Kentucky state government position, non-merit, federally funded time limited (FFTL). Health Insurance and other state government benefits. Earn 7.5 hours per month for both sick and vacation.

Learn more about Kentucky state government benefits <https://personnel.ky.gov/Pages/default.aspx>

Target Start Date: December 1, 2018

Salary based on experience (range \$38,000 to \$47,000)

Please send resume, cover letter or questions to Melissa Benton.

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