

# ABMen's Disaster Relief Response Leadership Position Descriptions

## Regional Disaster Relief Coordinator(s)

**Primary Responsibilities:** Oversee entire disaster relief operations for the ABC of Great Rivers Region and serve as primary contact with American Baptist Men's Ministries, USA. Continue to organize and manage this ministry, providing training sessions and work days as needed. Authorized to activate the regional ABMen Disaster Relief system when needed. Represent this ministry at ABMen's Board of Directors, GRR and at ILVOAD and other disaster relief gatherings. Help enlist and maintain team membership roster, edit UPDATE and meet at least once a year with the Leadership Team.

**Accountability:** Reports to ABMen's Board of Directors, GRR.

## Disaster Relief Trailer Coordinator and Assistant

**Primary Responsibilities:** Manage maintenance of disaster relief trailers, keeping the contents up-to-date and in working condition. Manage an up-to-date WISH LIST of items needed for the trailer. Keep a list of potential drivers and, when a disaster relief call comes, enlist a driver to pull the trailer to the designated site. If unable to stay with the trailer, work with the team leader in designating someone to be the trailer coordinator at the site.

**Accountability:** Work directly with Regional Disaster Relief Coordinator(s).

## Disaster Relief Team Captains and Assistants

**Primary Responsibilities:** Enlist members for your team and keep in touch, coordinate and supervise team at disaster scenes. Maintain contact with the Regional Coordinator at least every other day when on an assignment, provide proper I.D. to volunteers on site, keep adequate records of work performed and expenses incurred, and obtain permission for any purchase in excess of \$100.00.