

**Emergency Support Services Lead
Juan de Fuca Emergency Program
Capital Regional District**

The **Emergency Support Services Lead (ESSL)** will assist the Emergency Management Lead for the Juan de Fuca (JdF) Emergency Program by responding to calls for support from residents during times of emergency or disaster. The ESSL will act as the Reception/Group Lodging/Comfort Centre Manager, as needed during an event. This role will also be a part of the Juan de Fuca Electoral Area Emergency Operations Centre (EOC).

Reporting to the Emergency Management Lead (EML), the position provides support for the Juan de Fuca Emergency Program, including the Emergency Support Services (ESS).

Specific Deliverables

- Providing Level 1-3 ESS support when requested to respond.
- Ensuring an ESS response team is available to assist in emergencies.
- Ensuring Reception/Group Lodging/Comfort Centres are operable during times of emergency or disaster. This involves:
 - recruiting and training volunteer ESS personnel
 - obtaining and storing equipment and supplies; and
 - support with the development and maintenance of agreements and procedures for ESS facilities.
- Assisting in planning and attending outreach events in the community.
- Able and willing to travel to different geographic areas within the Juan de Fuca Electoral Area.
- Acting, as needed, during an activation in the Juan de Fuca Electoral Area EOC.
- Participating in the CRD virtual Evacuee Registration and Assistance (ERA) Team.
- Attending and facilitating meetings, as required.
- Assisting with orientation and training of team members.
- Coordinating duties, as requested, by JdF EML.
- Acting as on call Duty Manager, when required.

Working Conditions

- With the exception of an emergency, the duties and responsibilities may be completed at the discretion of the volunteer, as approved by the EML (do not need to be completed during regular working hours).
- With the exception of emergencies, the ESSL may work out of the Emergency Management office or from home, as required.
- During emergencies, it may be necessary to work in the EOC or in the field.

Qualifications and Experience

- All required training will be provided to the successful candidate by the Juan de Fuca Emergency Program.
- Experience in Emergency Management considered an asset but not required.
- Experience with emergency communications considered an asset.
- Experience with stakeholder engagement considered an asset.

Skills

- Knowledge of Microsoft 365 (Word, Excel, PowerPoint, Outlook, Teams).
- Good interpersonal communications skills.
- Organized and detail-oriented work ethic.

Other Considerations

- Must reside in or near the Juan de Fuca Electoral Area.
- Must be (or be eligible to become) a Juan de Fuca volunteer in good standing, which includes completing a Criminal Records Check.
- Must have reliable transportation.
- Ability to work in person as required.
- Ability to work a variety of shifts; including weekdays, weekends, holidays and evenings to meet program needs.

Volunteer Position with an honorarium of \$500/month (\$6,000/year). Commitment equates to an average of one day a week.

How to Apply

Please email your resume and cover letter to jcarvill@crd.bc.ca

This posting will remain open until filled.