

**Oklahoma Medical Reserve Corps**

**Volunteer Position Description**

**TITLE:** Staging Liaison/Assistant Unit Leader

**PURPOSE:** To provide operational support to OKMRC volunteers during deployment, and to provide support to both volunteers and unit leaders during response

**QUALIFICATIONS and REQUIRED TRAINING:**

* OKMRC member in good standing
* Good understanding of the MRC and its mission
* Completion of MRC orientation and Required Trainings
* Positive attitude, problem solver
* Excellent organizational and communication skills
* Strong advocate for volunteers
  + **PHYSICAL –**light to moderate
    - Could require standing for long periods of time and/or working in adverse conditions

**DUTIES AND RESPONSIBILITIES:**

* Deploy to response locations upon short notice
* Supervise and greet volunteers arriving for work shifts at response location
* Act as liaison to requesting agency and other response partner agencies
* Ensure volunteers sign in and out as directed (ICS – 214)
* Facilitate Just-in-Time training and operational briefings for all arriving volunteers
* Provide operational and logistics support as needed
* Assist Local Unit Coordinator with all duties relating to the local MRC unit, including but not limited to:
  + Pre-deployment and Post-deployment screening tools

**BENEFITS:** Direct involvement in OKMRC response deployments, personnel management and emergency response experience

**TIME COMMITMENT:** Varies with response, a staging liaison will be on site whenever OKMRC volunteers are working

**WORK LOCATION:** Response location

**THESE PEOPLE REPORT TO YOU:** OKMRC Volunteers

**REPORTS TO:** Local OKMRC Coordinator