

## ST. JOHN COUNCIL FOR ONTARIO POSITION DESCRIPTION

<b>Position:</b>	District [Area] Operations Advisor (volunteer)
<b>Reports To:</b>	District [Area] Commissioner
<b>Position Requirements:</b>	Experience in volunteer sector management and community needs assessment. Brigade experience desirable. Computer literacy. Excellent communication and interpersonal skills. Solid organizational and problem-solving capabilities. Perform in team situations. Able to adapt to a flexible volunteer schedule and willingness to travel.

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### **Position Function:**

To assist with identification and acquisition of appropriate information, training, and resources to support community-based Brigade operations.

### **Position Description:**

Through regular communication and interaction, assist Brigade Units with the:

- identification of community needs and resources;
- assessment and planning of community service initiatives;
- assessment and acquisition of service oriented training and resources;
- development and implementation of community relations initiatives;
- development and implementation of emergency planning initiatives;
- maintenance of operational effectiveness, through facilitation, problem solving, and support.

### **Other Duties:**

Assist the District [Area] Commissioner with operational reviews, including the evaluation of audit results and follow-up remedial action, if required.

Actively participate as a member of the District [Area] Brigade Staff, and ad hoc committees/working groups, as required.

Participate in Branch and Brigade Unit meetings, as required.

Carry out other responsibilities as assigned by the District [Area] Commissioner.