

Position Title	NHDART Response Coordinator
Purpose	To develop and strengthen the organization's ability to assist municipal and related agencies in preparing for and responding to the diverse needs of pets, livestock, and exotic animals during emergencies.
Key Responsibilities	<ul style="list-style-type: none"> • Helps establish a culture of pride, active participation and volunteer leadership in pursuit of building capacity and establishing long-term sustainability • Participates in activities that ensure NH DART is in accordance with national best practices and disaster guidelines • Liaises with state and local authorities to establish expectations, activation protocols, and response procedures • Acts as a point of contact for State and Local Emergency Management during an incident • Assess scope/size of a disaster response and contacts team leaders to assure volunteer and physical resources are available to provide a timely response to incidents • Works with Volunteer Chair to provide supervision and technical guidance to support regional team members • Under the direction of the Executive Director, engages public and private programs through the creation of memorandums of understanding to assure mutual aid and resources are available prior to and during an emergency as needed
Relationships	NH Board of Directors, Executive Director, NH DART team leadership and volunteers, government and community partners
Qualifications	<ul style="list-style-type: none"> • Passion for the mission of NH DART • Strong leadership and team building skills. • Good verbal and written communication skills • Initiative and imagination. • Familiarity with the structure, functions, and inter-relationships of federal, state and local government agencies prior to and during a disaster. • Knowledge of methods of organization, planning, management, and supervision. • Ability to evaluate situations and exercise good judgment in making decisions. • Ability to lead disaster volunteers
Training	<ul style="list-style-type: none"> • Orientation to NH DART

	<ul style="list-style-type: none"> • Animal Sheltering • Small Animal Handling • ICS 100, ICS 200, ICS 700, ICS 800 • Web EOC • Completion of all DART related training
Appointed by	Executive Director and Board of Directors
Reports to or Partners with	Executive Director , Board of Directors and Team Leaders
Length of Appointment	1-year term. May be reappointed for a maximum of 3 consecutive years
Time Commitment	3-5 hours per week though will vary depending on demand (will be more during a large scale disaster)
Development Opportunities	<ul style="list-style-type: none"> • Leadership in high profile service within New Hampshire • Enhance personal organizational and leadership skills • Increase professional network

I understand the responsibilities and qualifications of this position, and agree to fulfill them to the best of my ability.

Print Name

Signature

Date