

Job Opportunity  
American Red Cross  
Illinois Capital Area Chapter

The Illinois Capital Area Chapter of the American Red Cross has the following position available.

**Emergency Services Volunteer Coordinator**  
**Full time (37.5 hours per week Monday - Friday 8:00 a.m. – 4:30 p.m.)**  
**Some weekends and evenings are required**  
**Health insurance, retirement, PTO, holiday pay**

Requires excellent organizational and interpersonal skills, problem solving skills, flexibility to work outside normal business hours, proficiency with Microsoft Office, and enjoys working in a dynamic environment. Prior American Red Cross experience preferred.

**Responsibilities Include:**

- Organizing, managing and facilitating all Disaster Action Team operations
- Assess training needs of volunteers
- Deploying on national disaster assignments as needed
- Recruits and develops volunteers involved with Service to Armed Forces program
- Facilitate staging canteens at military reunification events as needed

For a complete job description and/or to apply, send resume with salary requirement to: [recruiterD7@usa.redcross.org](mailto:recruiterD7@usa.redcross.org) **(MUST include position title and desired location in subject line.)**