



WHO WE ARE

The mission of the West Virginia Emergency Management Division (WVEMD) is to ensure the protection of life and property by providing coordination, guidance, support, and assistance to local emergency managers and first responders.

Pursuant to West Virginia State Code and the West Virginia Emergency Operations Plan, the agency manages disaster preparedness, mitigation, and response and recovery efforts throughout the state by coordinating with all responsible government agencies. In the event of a federally declared disaster, the Federal Emergency Management Agency (FEMA) works closely with the division to administer assistance programs.

The division contains multiple branches that work seamlessly together to achieve WVEMD's overall mission. In addition to these branches and the Watch Center, which is staffed 24/7, the division operates the State's Emergency Operations Center when the Governor orders an activation.

During activation, WVEMD coordinates resources and support as requested by local emergency management agencies who administer direct assistance to citizens

WEBSITE

<https://emd.wv.gov/About/Pages/default.aspx>

If you are interested in volunteering or have questions, contact: Gina Namay at Gina.L.Namay@wv.gov or call 304-558-0111

DISTRIBUTION MANAGEMENT TEAM

VOLUNTEER OPPORTUNITY

POSITION DESCRIPTION

WVEMD is seeking individuals to serve as members of a Distribution Management Team. This team serves the vital function of managing logistics labor teams, directly interfacing with the State Emergency Operations Center, and maintaining responsibility for commodities and equipment needed for disaster response.

EXPECTATIONS AND REQUIREMENTS

Members of the management team may serve at remote staging areas throughout the state for the duration of a disaster event. Team managers will perform 24-hour shift work not to exceed 8 hours per day. Management teams will be provided with all the tools and supplies necessary to accomplish the mission at no cost to the volunteer. WVEMD fosters an EEO compliant environment, and everyone is welcome to join our team.

The following are a few of the expectations that this position entails.

- Responsible, mature, and reliable
- Possess strong Leadership or Management Skills
- Good interpersonal skills and a positive attitude
- Forklift Skills are not a prerequisite but will be taught as needed.
- Able to lift at least 20 pounds, sit, stand, or combination of both for a period of up to 8 hours
- Responsible for scheduling the warehouse volunteer staff
- Responsible for receiving, inventorying, storing, tracking, and shipping commodities and equipment for disaster relief
- Responsible for continuously updating the State Emergency Operations Center (SEOC) with the status of all commodities and equipment.
- Computer skills - Basic familiarity with the Google Suite (G-Mail, G-Docs, G-Drive, etc.)

TRAINING PROVIDED

WVEMD will provide, host, or facilitate all training to the volunteer at no cost. Much of the training provided is accredited towards certain continuing education degrees and the volunteer will gain valuable experience in both logistics and management. These are a few of the courses that the volunteer can expect to attend.

- FEMA ICS-100: Introduction to the Incident Command System
- FEMA IS-700: National Incident Management System
- FEMA IS-703: NIMS Resource Management
- FEMA IS-800: National Response Framework
- FEMA IS-26: Guide to Points of Distribution
- Inventory Management Software training