



INTERNSHIP DESCRIPTION

TITLE: Emergency Services Intern

DEPARTMENT: Emergency Services

REPORTS TO: Emergency Services Manager

STATUS: Part-Time to Full-Time (20-40 hours/week)

MAJOR FUNCTIONS AND RESPONSIBILITIES:

1. Develop and follow course specialty track for respective DSHR Job Activity.
2. Plan and evaluates response efforts to disaster survivors and volunteers through CAPSS surveys.
3. Supports Emergency Services Service Delivery through establishing and maintaining jurisdictional MOU's and SOU's for planning and response activities.
4. Responsible for agency liaison management, mutual planning and response/recovery development, identification of community needs, and incorporating available resources and findings into the chapter disaster response plan.
5. Responsible for maintaining availability for jurisdictional DAT response.
6. Responsible for evaluating and implementing partnerships with local community agencies, voluntary agencies, and other relief entities within our specific jurisdiction (MOU development).
7. Completion of Projects assigned by Disaster Leadership within current semester.
8. Successful casework management (data entry, follow-up, resourcing, planning).
9. Will act as a liaison in a multitude of fashions within our jurisdiction.
10. Engaging as an active Red Cross Gators club member on campus.
11. Engage in preparedness educational events.
12. Other duties as assigned.

TIME/TRAVEL REQUIREMENT(S):

1. This position may require travel and overnight stays for training and/or emergency response purposes.

PHYSICAL AND MENTAL REQUIREMENTS: Internship requires a very high level of judgment, exceptional analytic ability and creativity in handling customer service and quality control issues. Internship requires high attention to detail. Internship is physically comfortable; individual has discretion about walking, standing, etc. Internship requires some stooping, bending, and lifting. Internship requires some travel, as well as a valid Florida driver's license. Internship requires some weekend or evening commitments. The intent of this internship description is to provide a representative summary of the major duties and responsibilities performed by incumbents of this internship. Incumbents may be requested to perform tasks other than those specifically presented in this description.

Training prior to start date is recommended for enhancement of experience.
I understand the requirements set forth above:

Intern Signature

Date

Supervisor Signature

Date