

Church of the Brethren Disaster Ministries
Puerto Rico Program Volunteer
Position Description
December 2018

Position: Puerto Rico Disaster Project Leader/Volunteer Coordinator

Function: Provide leadership, volunteer coordination and language translation for the BDM rebuilding project in Puerto Rico (PR)

Accountability: Accountable to Brethren Disaster Ministries and the PR District Recovery Committee.

Reports to: Director of Brethren Disaster Ministries

Key Responsibilities:

- Provides Spanish to English (and English to Spanish) translation to support the BDM project in Puerto Rico.
 - Communicates with homeowners and clients on behalf of BDM
 - Supports disaster case management when necessary to complete a recovery project
 - Supports the creating of a construction plan with the homeowner
 - Communicates with PR churches and Recovery Committee on behalf of BDM
- Coordinates and supports the short-term volunteers helping with home repairs
 - Transports volunteer to and from the airport and other locations
 - Coordinates with the BDM office on the scheduling and support of short-term volunteers
 - Provides orientation for new volunteers about PR, the worksite, local culture and volunteer expectations
- Coordinates household management of BDM PR project
 - Supports other DPLs and short-term volunteers in providing meals for all volunteers
 - Purchases and delivers groceries for project
 - Coordinates the cleaning of the volunteer housing, kitchen and dining areas
- Supports construction leadership as needed
 - Purchase and deliver building supplies and tools as necessary
 - Help transport short term volunteers as needed
 - Work closely with other DPL's as a leadership team
- Liaises with the PR COB Recovery Committee
 - Coordinate BDM rebuilding work with Recovery Committee
 - Attend Committee meetings as BDM representative
- Provide administrative support for PR Project
 - Manage financial reports, receipts and project bank accounts
 - Send weekly progress reports to BDM

- Communicate with the BDM office about any special situations
- Supports communication and coordination with FEMA and other partners
 - Helps coordinate ordering and receiving building materials through FEMA VALOR program
 - Attends meetings and makes connections with ecumenical partners, VOAD, FEMA and other partners
 - Seeks out new partners that will support the project mission

Skills and knowledge required:

- Conversational Spanish language or better (written and oral)
- Strong English oral and written skills.
- Computer skills for email, report writing and bookkeeping
- Able to relate with integrity and respect within and beyond the organization
- Strong interpersonal skills that contribute to effective interaction & communication
- Highly organized and able to multitask effectively with minimal supervision
- Able to articulate, support, and operate out of the vision, mission, and core values of Brethren Disaster Ministries and the Church of the Brethren
- Ability to work and relate with self-awareness, humility and humor across linguistic and general cultural differences.
- Is flexible and willing to take on different roles to complement other team members and to address the frequent unexpected changes of the project

Experience:

- Experience in managing staff and volunteers is preferred
- Experience in house construction and repair is preferred
- Experience driving on curving roads is preferred

Physical Demands:

- Light to moderate lifting is required
- Ability to uphold the stress of traveling on difficult roads as a driver or passenger

Position deals and support:

- Living expenses are provided including private housing and meals
- Shared project vehicles are provided
- A project computer, internet service and cell phone (if needed) is provided
- Transportation to Puerto Rico and home for holidays
- A stipend is provided as needed and negotiated
- Health insurance is available if needed

Location:

BDM Project in Puerto Rico. Currently at Castañer Church of the Brethren compound