

JOB DESCRIPTION

DISTRICT COORDINATOR FOR DISASTER RESPONSE

1. The Disaster Coordinator will be the ears and eyes for the Conference Coordinator. When alerted to a possible disaster, District Coordinators shall contact their district superintendent and the Director of Connectional Ministries, and then the Conference Coordinator or their designee and advise them. If unable to contact any of the Coordinators, then contact again the Director of Connectional Ministries.
2. If damage has been sustained within the bounds of the Nebraska Conferences the conference Coordinator need the following information from the District Coordinators and Local Church Pastors.
 - a. Nature of the disaster
 - b. Number of persons affected
 - b. The number and skills of volunteers needed
 - b. What Equipment is needed?
 - c. Where volunteers are to report (Be very specific in the location).
 - d. Time they are to report
 - e. Any damage to United Methodist property i.e. Churches, parsonages, etc.
3. The District Coordinator will consult with the Conference Coordinator and determine which Local Church contact persons will be called. The District Coordinator will then call those chosen and the information gathered in #2 will be given and written down by those receiving the call. Then ask them to read back the instructions. The Local Contact will be asked to call back with the number of volunteers who will be responding and when to expect them.
7. The District Coordinator will keep the Conference Coordinator informed of the number of persons and equipment that will be responding. District Coordinators are to stay in regular communication with their District Superintendent throughout the process, from beginning to end.
8. If the Conference Coordinator and/or their designee are not present at the disaster scene, the District Coordinator will attend the local disaster meetings and call the Conference Coordinator or Designee at least daily to keep them informed of the progress being made. If the District Coordinator is also unable to be present in the community or at the meetings, the Conference Coordinator in consultation with the District Coordinators will appoint another person to serve in this capacity.

CAUTION! As District Coordinator your task is to coordinate relief and work effort... not become involved in the actual work itself.