

Mega-Shelter Assistance Team (MAT) Job Description

July 2, 2008
v2.1

Job Title: MAT Member
Status: American Red Cross Volunteer/Travel Paid

SUMMARY

The IAAM/American Red Cross Mega-Shelter Assistance Team (MAT) is a pool of IAAM members that are available and able to travel to disaster affected areas with short notice in the event of large and/or catastrophic disasters. A MAT will consist of two to four members responding, dependant upon the scope and scale of the response. The MAT will coordinate and work with American Red Cross staff at the site facilitating the use of resources; serving as a liaison between the facilities, the Red Cross, local officials, service providers, and FEMA; and, providing specific expertise as needed.

ESSENTIAL QUALIFICATIONS, SKILLS, EXPERIENCE AND DUTIES: The following describes the desired qualifications of a MAT member. During the selection process, a number of considerations will apply and equivalencies will be considered. MAT members will be activated as part of two to four person team selected with the needed knowledge and abilities for the incident. These will include a combination of the following.

Qualifications:

1. Management of a public assembly facility, with at least 5 years management, supervisory, or leadership experience. CFE or equivalent preferred. Attendance at the Academy of Venue Safety and Security (AVSS) or other senior level IAAM schools is a plus. Affiliation with an IAAM member facility preferred.
2. Ability to travel with short notice. IAAM and the Red Cross understand that individual team members may not be available at all times, thus the need for a pool of trained members from across the country.

3. Travel expenses for the MAT's assignment will be paid by the Red Cross. A MAT member's 'time and labor' are on a voluntary basis. Arrangements may be necessary with employer to allow a leave of absence or use of vacation time.
4. Related outside organizational experience is a plus (i.e., police, EMT, fire fighter, military, Red Cross operations, previous volunteerism, etc).
5. Team members must possess a valid driver's license.
6. Team members must pass a criminal background check.

Skills and Experience:

To perform a MAT's assignment successfully, an individual must be able to perform essential duties satisfactorily. The requirements listed below are representative of the knowledge, skills, and/or abilities required.

1. A demonstrated ability to complete assigned tasks with a minimum of instruction and supervision is essential.
2. Ability to speak in public, both in person and via various media outlets. Ability to write reports, business correspondence, and procedure manuals. Ability to effectively present information and respond to questions from groups of managers, clients, customers, and the general public.
3. Ability to solve complex problems with sensitivity and diplomacy, while displaying decisive executive leadership. Ability to define problems, evaluate data, establish facts, and draw valid conclusions. Ability to maintain a calm, composed presence in an often fast-paced and stressful environment where multiple tasks, events and stimulus may occur simultaneously. Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.
4. Experience with the opening and/or operation of a mega-shelter.
5. Experience or knowledge of Incident Command System (ICS) and National Incident Management System (NIMS).
6. Proficient in computer skills and use of technology. Proficient in the use of communication equipment and systems common to a public assembly venue.

Physical Ability

The physical demands described here are representative of those that must be needed by a volunteer to fully perform the essential functions of the MAT.

1. The ability to lift and carry 50 pounds.
2. Walk stairs.
3. Perform tasks for extended hours.

Any physical limitations that may affect an assignment are requested to be identified.

Work Environment

The work environment characteristics described here are representative of those a MAT member may encounter while performing the essential functions of this job. While performing the duties of this job, the MAT member may be occasionally exposed to hazards and less than perfect working conditions resulting from an incident. Weather and environmental conditions may be severe or extreme.

Duties

When activated, a MAT will be sent to a site in support of an emergency or disaster situation. Most typically, this will be a public assembly facility removed from the incident location, serving as a mega-shelter for persons displaced by the situation or a site in support of this type of operations. The MAT members' primary objective is to provide knowledge, skill, and leadership to the opening and start of operations of a mega-shelter. These assignments will typically be 3 to 7 days while the local resources and personnel are distracted, overloaded, or unavailable to the necessary (or specific part) of the needed emergency services. Other duties may be assigned.