



**American Red Cross**  
Greater Richmond Chapter

**Intern Position Description  
Disaster Services  
Staff Services Lodging Manager**

<b>Location</b>	Disaster Services
<b>Position Title</b>	Lodging Manager
<b>Purpose</b>	Ensures that the lodging needs of workers on disaster relief operations are met.
<b>Key Responsibilities</b>	<ul style="list-style-type: none"><li>• Willingness to support the American Red Cross mission</li><li>• Develop a lodging plan for incoming staff and volunteers</li><li>• Monitor staffing assignments and lodging requirements; modify plans as needed</li><li>• Supervise a team of lodging volunteers for the duration of the disaster</li></ul>
<b>Qualifications/ Skills Needed</b>	<ul style="list-style-type: none"><li>• Computer skills; familiarity with data entry programs and spreadsheets</li><li>• Experience in the lodging industry helpful but not mandatory</li><li>• Organizational skills</li><li>• Self-directed</li></ul>
<b>Training</b>	<ul style="list-style-type: none"><li>• Orientation to the American Red Cross</li><li>• DROMIS (Disaster Response Operation Management Information System).</li><li>• Fundamentals of Staff Services – DSSSS200C online LMS course</li><li>• Workforce Planning and Acquisition – DSSSS202C online LMS course</li></ul>
<b>Reports to or Partners with</b>	DMT Staff Support Services Activity Lead
<b>Length of Appointment</b>	Unlimited
<b>Time Commitment</b>	<ul style="list-style-type: none"><li>• Periodic prior to a disaster. Workspace is available in Disaster Services.</li><li>• Immediately at the onset of a disaster and for its duration.</li></ul>
<b>Development Opportunities</b>	Staff Services often has other management and supervisory positions available.

I understand the responsibilities and qualifications of this volunteer position, and agree to fulfill them to the best of my ability.

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PRINT NAME

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SIGNATURE

DATE