

Announcement Date: 6/1/10

Letter of Interest and Resume Due: July 30, 2010

JOB TITLE: Public Education Coordinator – Get Ready Program

JOB DESCRIPTION:

This is a contract teaching and program coordinator position for the Get Ready Marin disaster preparedness program, primarily Get Ready 5th Grade (GR5).

Get Ready 5th Grade Program

The contract position will work with the cities and towns to schedule and teach a fully developed disaster preparedness education program to public and private fifth grade classes throughout Marin County. The program, tailored specifically for 5th graders, is titled **GR5** and is a modification of the successful Get Ready Marin Household Disaster Preparedness program.

The program was launched in the 2009-2010 school year and initial feedback from schools in Marin has been favorable and the schools have requested that the course be presented again in the 2010-2011 school year.

We are looking for a professional who is well organized, energetic, and who also understands the importance of disaster preparedness. The person applying must be able to communicate appropriately and engage a young audience.

Duties related to Get Ready 5th Grade (GR5) program, this individual will:

- Assist the local agency in making initial contact with the schools.
- Develop the necessary materials (introduction letters, lesson plans, etc.) to support the implementation of GR5.
- Teach the GR5 program to 5th grade classes. (It will be the choice of the schools and local agencies to decide if they want to use the contractor to teach the class or use other existing local staff.)
- Provide follow-up to determine completion of homework assignments and passing out of prizes.
- Provide status reports as directed by the Get Ready Steering Committee.
- Coordinate all logistics for the presentation of the GR5 training in 5th grade classes throughout Marin County.

This may include, but not be limited to explaining the program, scheduling and preparing presentations, ordering of presentation materials (student manuals) with established vendor, setting up meetings via phone and email and faxing. Assist in the marketing and publicizing of the Get Ready 5th Grade program.

REQUIRED QUALIFICATIONS:

1. Experience working with students.
2. A Computer, working home telephone (or cell phone) and Internet connection.
3. Valid California driver's license and daily access to a reliable and insured automobile.

DESIRED QUALIFICATIONS:

1. Current teaching credential.

RATE OF PAY:

\$25 an hour.

APPLICATION DUE DATE: July 30, 2010

Interested candidates should submit a letter of Interest and resume to:

City of San Rafael, Office of Emergency Services
Attn: Angela Del Ponte, Emergency Services Coordinator
1039 C Street, San Rafael, CA 94901
Email: angela.delponte@cityofsanrafael.org
Fax: 415-485-3177