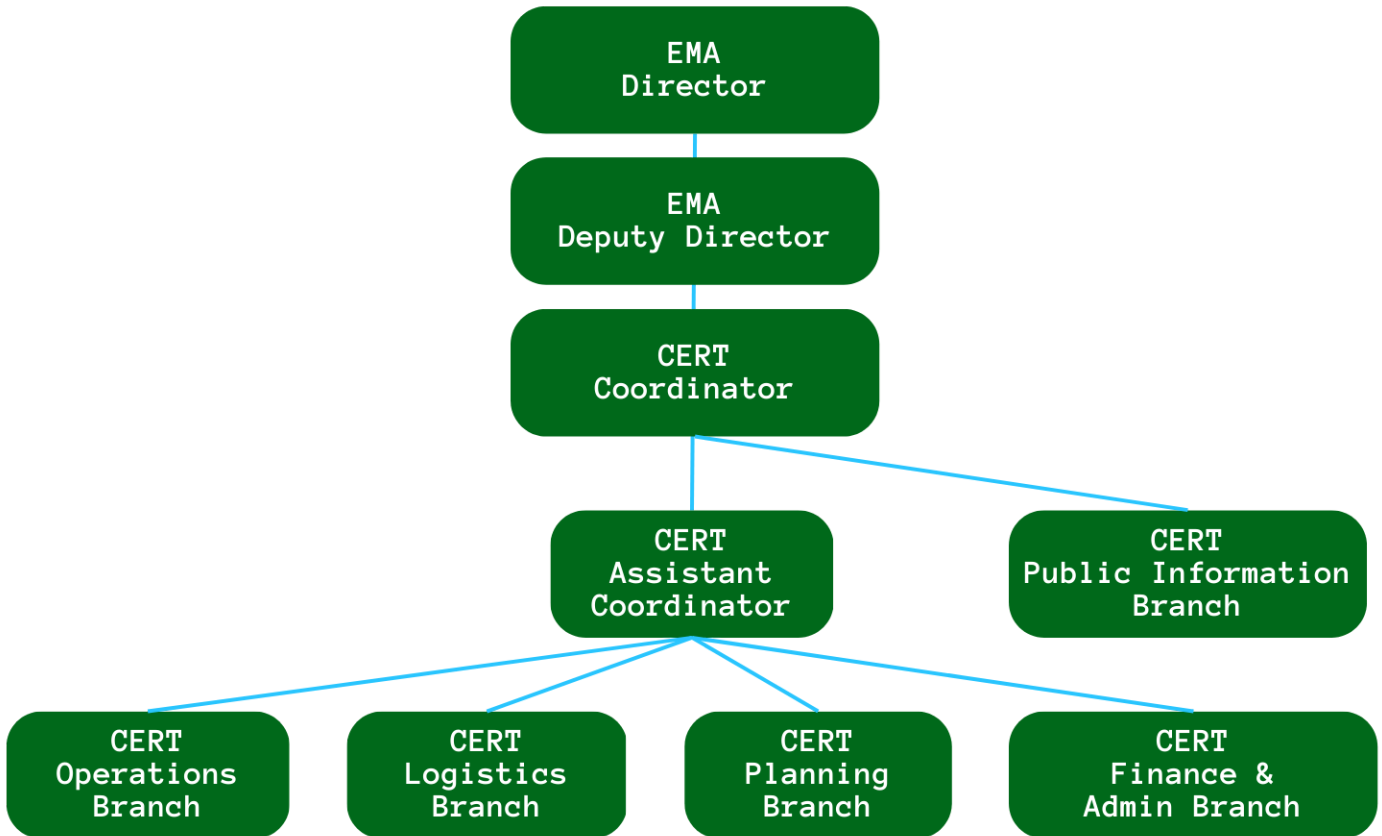




## **Camden County, MO**

### **Community Emergency Response Team**

### **Positions and Responsibilities**





**CERT Coordinator**  
**Position Description and Responsibilities**  
**Reports to: EMA Director/Deputy Director**

The CERT Coordinator is responsible for pursuing the three-pronged approach to support the community response and preparedness efforts: ensure the safety of our members during emergency operations, provide support to our first responders, and to assist with events in our community. The Coordinator is responsible for overseeing CERT's day-to-day operations, including management of the team's activities, direction, meetings, and training. The Coordinator is responsible for working closely with members of the Camden County EMA staff and other served agencies to fulfill volunteer requirements provided via Memorandums of Understanding and/or Agreement. The Coordinator is responsible for managing all volunteers, assets, and equipment for the team.



**CERT Assistant Coordinator**  
**Position Description and Responsibilities**  
**Reports to: CERT Coordinator**

The Assistant Coordinator is responsible for assisting the Coordinator with CERT's day-to-day operations, including assisting with the team's activities, meetings, and training. The Assistant Coordinator is responsible for assisting with the volunteers, assets, and equipment for the team, including the direct management and organization of both CERT trailers. The Assistant Coordinator will assume the remainder of the Coordinator's responsibilities only when the Coordinator is unavailable.



**CERT Secretary**  
**Position Description and Responsibilities**  
**Reports to: CERT Coordinator**

The Secretary serves as the head of the Finance and Admin Branch of CERT. The Secretary is responsible for maintaining all of the volunteer records, meeting agendas (including dispersal to the CERT members), inventory lists, schedule, and official government paperwork for the team. The Secretary is also responsible for any document requests, which will be passed on directly to the CERT Coordinator.



**CERT Public Information Officer (PIO)  
Position Description and Responsibilities  
Reports to: CERT Coordinator**

The PIO is responsible for taking pictures of CERT volunteers and equipment at meetings, training, and events, creating posts for the [ccmocer.com](http://ccmocer.com) website, and management of the Camden County, MO CERT Facebook page (@ccmocer). The PIO also makes public appearances to encourage new member signup, community education, and demonstrations of CERT capabilities and responsibilities. The PIO manages all contact with traditional media agencies, including radio, tv, and newspaper requests.