Lincoln County Sheriff’s Office
Volunteer Recruitment Announcement

Division: Emergency Management

Position: Emergency Operations Center Training Support Liaison

Lincoln County Sheriff’s Office (LCSO) is recruiting one to two individuals to provide volunteer clerical support to the Lincoln County Emergency Management Division. This new Support Liaison position would be tasked with tracking the emergency operation center (EOC) personnel training certifications and assisting with registration process of offered training sessions.

Description of Duties: The selected Volunteer should enjoy working in group environment and would provide general administrative support to include but not limited:

- Tracking of EOC staff training certifications (2-4 hours per month).
- Assisting with updating and maintaining the FEMA One Responder on-line training program (1-2 hrs per month).
- Assisting with tracking county department ICS training rosters (1-2 hours per month).
- Assisting to coordinate the registration and attendance of offered incident command training courses sponsored by County Emergency Management (2-6 hours per quarter).

Time Commitment Desired: 6-10 hours per month; volunteer schedule would be flexible as agreed upon with the LCSO Emergency Manager and selected Volunteer.

Qualifications:
- Must be at least 18 years of age and pass county volunteer background check.
- Have working knowledge of e-mail, Microsoft Word, Excel and office equipment – copiers, printers.

Appointment: Candidates are selected by the Lincoln County Sheriff’s Office Emergency Manager.

Term of Position: EOC Training Certification Volunteer Support Liaison is requested to serve at least one continuous year but encouraged to renew annually.

For More Information - Contact:
- Jenny Demaris, County Emergency Manager, 541-265-4199, email vdemaris@co.lincoln.or.us

Application Process:
- Forward an email of interest to County Emergency Manager by February 21st; if no interested applications are received the position will remain open until filled.
- Interview with Volunteer Coordinator
- Submit a digital application for background check process