

CERT Branch Manager

Vision Statement

The Program Manager facilitates community volunteer learning in accordance with the Federal Emergency Management Agency's Community Emergency Response Team curriculum. The Program Manager is a resource for instructor recruitment, scheduling, and development. The Program Manager is also a liaison between CERT teams and the first responders in their geographic area.

Definitions

CERT Auxiliary

North Branch Program Manager Area

Includes the communities of Davenport, Bonny Doon, Scotts Valley, Felton, Ben Lomond, Lompico, Zayante, Boulder Creek, and Las Cumbres.

CERT Auxiliary

South Branch Program Manager Area

Includes communities of Aptos, Live Oak, Watsonville, Corralitos, Davenport, City of Santa Cruz (registration and Team management only, City of Santa Cruz provides their own FEMA certified Basic Course instruction).

Job Responsibilities

Administrative: CERT Auxiliary

1. Communicate with the CERT Auxiliary Director to provide updates as to class and instructor status.
2. Function as a backup to the CERT Auxiliary Director when they are unavailable.
3. Schedule and coordinate classes with the South Branch Program Manager.
4. Manage Felton (North) or Aptos (South) supply cache and order materials as necessary.

Course Administration

5. Ensure a professional environment which is conducive to learning.
6. Maintain rosters of program attendees.
7. Refer those who have completed the CERT curriculum to the appropriate geographical Teams.
8. Ensure quality of instruction and provide instructor development coaching as needed.
9. Provide feedback and development exercises for CERT instructors.

10. Distribute class related materials, including books, backpacks, helmets, and vests.
11. Bring appropriate course material bins to each class.
12. Ensure FEMA-approved presentation materials are being utilized throughout the course.
13. Include area and audience-appropriate supplemental presentations to enhance CERT curriculum.

Liaison and CERT Representative

14. Facilitate inter-team communication to develop area-wide training and exercises.
15. Act as a liaison between teams in the North and South Branch Program Manager Areas.
16. Act as a liaison to establish relationships between CERT and emergency responders in the North and South Branch Program Manager Areas. This responsibility may be passed to appropriate Team Leaders.
17. Professionally and honorably represent CERT to the community, and to first responders.