



CRISIS TEAM MANAGER

Position Summary:

Under the supervision of the Executive Director (ED), the Crisis Team Manager (CTM) has the overall responsibility to manage assigned territory or territories and volunteers. **Below is a list of basic job duties to be followed by the CTM. There may additional responsibilities that are similar in nature that may be included.**

Essential Duties and Responsibilities to include but not be limited to:

- Recruit, train, evaluate, supervise and retain volunteers.
- Facilitate mandatory Continuing Education (CE) Meetings..
- 24/7 availability, flexible hours include nights and monthly standby, staff-on weekends. Night and weekend work is required.
- Be prepared to be “on call” in case of a critical incident and be back up on the schedule if a volunteer is not available.
- Assist in the coordination of fundraiser(s), the Volunteer Appreciation Event, and other events.
- Maintain statistical records and monthly calendars.
- Responsible for conducting monthly Continuing Education meetings.
- Perform other duties as assigned by the Executive Director.

Job Related Qualifications:

- Maintain current and unrestricted Driver’s License
- Maintain and provide proof of auto insurance
- Pass a live scan background check
- Must reside in San Diego County and have a home office
- Previous volunteer management experience



Employment At-Will:

Employment at Trauma Intervention Programs of San Diego County, Inc. is an at-will agency meaning either TIP or the employee may terminate the employment relationship at anytime, for any reason, with or without advance notice.

The above statements are intended to describe the general nature and level of work being performed by people assigned to this classification. They are not to be construed, as an exhaustive

list of all responsibilities, duties, and skills required of personnel so classified. All personnel may be required to perform duties outside of their normal responsibilities from time to time as needed. This job description is not an employment agreement or contract. Management has the exclusive right to alter the scope of work within the framework of this job description at any time without prior notice.

Pay:

Approximately 20-25 hours/week, hourly pay plus reimbursed mileage, expenses and bonus potential

How to Apply:

To apply for this position, please complete an application and submit your resume at <https://tipsandiego.org/staffapplication/>