



YAMHILL COUNTY EMERGENCY MANAGEMENT

414 NE Evans Street • McMinnville, OR 97128-4523
(503) 434-7340 • Fax (503) 474-4909 • TTY (800) 735-2900
www.co.yamhill.or.us/emergency-management

15 APR 30 P 4:16

MEMORANDUM

DATE: April 14, 2015
TO: BOARD OF COMMISSIONERS
FROM: SUE LAMB, EMERGENCY MANAGER
RE: REQUEST FOR APPROVAL TO SUBMIT APPLICATION:
2015-2016 OREGON STATE SERVICE CORPS

I respectfully submit the attached application packet for the Board of Commissioners approval.

During the last two years, the Office of Emergency Management has been able to enhance our outreach capabilities to the public, and to our own personnel, with the addition of a full-time Community Outreach Specialist through the OSSC AmeriCorps program. In 2015-16, this resource will continue to provide training and development of the Volunteer Speakers Bureau, general community presentations, and will also work with local small businesses on continuity planning so that they are better prepared to 'bounce back' if an interruption in normal operations occurs.

This program is largely funded through a federal grant, administered by the American Red Cross, requiring 30% of the members' time to be dedicated to ARC training and service activities. If our application is successful, Yamhill County Emergency Management will pay a 'match' of \$9000 which is included in the proposed FY2015-2016 YCEM Budget.

If you have further questions, please don't hesitate to contact me.

-Sue

X7340
(971)241-1433

Accepted by Yamhill County
Board of Commissioners on
4.16.15 by Board Order
15-104

OSSC PROPOSAL COVERSHEET

Print clearly or contact OSSC for an electronic copy.

Which OSSC team is this application for (please check one)? Disaster Services ☒ Community Services ☐

Member Position:

Title of member position: COMMUNITY PREPAREDNESS SPECIALIST

Total number of members for this exact position for which you are applying:

☒ One ☐ Two ☐ Other (please note how many)

If you are applying for more than one member and the positions vary (even slightly), submit separate cover sheets and proposals for each position.

Is this position: ☐ Part-time (900 hours over 9 to 11 months) If yes, what is the end date: ☐ May 31 ☐ June 30 ☐ July 31

☒ Full-time (1700 hours over 11 months) End date is July 31

Total number of members (this exact position plus any other positions) for which you are applying from OSSC?

☒ One ☐ Two ☐ Other (how many, up to a team of eight) _____

Legal applicant information:

Legal applicant organization: YAMHILL COUNTY EMERGENCY MANAGEMENT
[Organization responsible for the contract, e.g., Pine School District]

☐ Nonprofit (submit 501(c) 3 letter) ☒ Government Agency ☐ School

Address: 414 NE EVANS ST., MC MINNVILLE OR 97128

*Main project contact: SUE LAMB

Title: YAMHILL COUNTY EMERGENCY MANAGER

Phone: 503-434-7340

Fax: 503-474-4909

Email: LAMBS@CO.YAMHILL.OR.US

Agency or program Web site: www.co.yamhill.or.us/emergency-management

Alternative address (if applicable, e.g., during school vacation): N/A

Phone: _____

E-mail: _____

*Please note: All communication such as additional questions, selection notification as well as the contract and invoice, if you are selected, will be sent to the Main Project Contact.

Placement site and on-site supervisor information:

Site organization: YAMHILL COUNTY EMERGENCY MANAGEMENT

[Organization where the member will serve, e.g., Harriet Elementary, may be the same as the legal applicant]

Address: 414 NE EVANS ST., MC MINNVILLE OR 97128

On-site supervisor: SUE LAMB

Title: YC EMERGENCY MANAGER

Phone: 503-434-7340

Fax: 503-474-4909

E-mail: LAMBS@CO.YAMHILL.OR.US

Web site: www.co.yamhill.or.us/emergency-management

Contact information for mentor, if member will work closely with someone other than supervisor:

Name: KEN NYGREN

Title: ASST EMERGENCY MGR

Phone: (503) 434-7343

Fax: (503) 474-4909

E-mail: NYGRENK@CO.YAMHILL.OR.US

- YAMHILL COUNTY

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OSSC PROPOSAL COVERSHEET (CONTINUED)

ACKNOWLEDGEMENTS

We understand that OSSC designates up to 30% of the 1,700 (or 900 for part-time members) hours to AmeriCorps/OSSC sponsored training and member development (20%) and an OSSC disaster action project (10%). We support OSSC in its effort to provide members with development and leadership opportunities and will accommodate occasional absences of the member (with advance notice, when possible) for this purpose.

CERTIFICATIONS: DRUG FREE WORKPLACE AND NON-DISCRIMINATION POLICIES

The legal applicant organization has an active Drug Free Work Place Policy and an active Non-Discrimination Policy.

ASSURANCES

As the duly authorized representative of the applicant, I certify, to the best of my knowledge and belief, that the applicant:

- Has the legal authority to apply for federal assistance, and the institutional, managerial and financial capability (including funds sufficient to pay the local cash match) required to ensure proper planning, management and completion of the project described in this application.
- Will comply with all applicable requirements of all other Federal laws, executive orders, regulations and policies governing this program.
- Will keep such records and provide such information to OSSC or to the Federal government with respect to the program as may be required for fiscal audits and program evaluation, including documentation of in-kind match.
- Will comply with the non-displacement rules found in section 1777(b) of the National and Community Service Act of 1990 as amended (42 U.S.C. 12501 et seq.). Specifically, an employer shall not displace an employee or position, including partial displacement such as reduction in hours, wages, or employment benefits, as a result of the employer using an AmeriCorps member; a service opportunity shall not be created that will infringe on the promotional opportunity of an employed individual; an AmeriCorps participant shall not perform any services or duties or engage in activities that (1) would otherwise be performed by an employee as part of the employee's assigned duties; (2) will supplant the hiring of employed workers; (3) are services or duties with respect to which an individual has recall rights pursuant to a collective bargaining agreement or applicable personnel procedures; or (4) have been performed by or were assigned to any presently employed worker, an employee who recently resigned or was discharged, an employee who is on leave, an employee who is on strike or is being locked out, or an employee who is subject to a reduction in force or has recall rights subject to a collective bargaining agreement or applicable personnel procedure.
- Will comply with the ineligible service provisions found in section 132 of the Act. Specifically, a program may not use AmeriCorps members to perform service that provides direct benefit to any (1) business organized for profit; (2) labor union; (3) partisan political organization; (4) organization engaged in religious activities (unless such service does not involve the use of assistance or participants to give religious instruction, conduct worship services, provide instruction as part of a program that includes mandatory religious education or worship, construct or operate facilities devoted to religious instruction or worship, or engage in any form of proselytizing; or (5) nonprofit organization that fails to comply with the restrictions contained in section 501 (c)(3) of the Internal Revenue code (26 U.S.C. 501 (c)(3)).
- However, the provisions contained in section 132 of the Act shall not be construed to prevent participants from engaging in advocacy activities undertaken at their own initiative.
- Will comply with all Prohibited Activities related to AmeriCorps member service.

By signing below, you certify that you agree to perform all actions and support all intentions in the Acknowledgement, Certification and Assurances sections above.

Legal Applicant Organization Name:
Name & Title

YAMHILL COUNTY

of Authorized Representative:

ALLEN SPRINGER, CHAIR, COUNTY BOARD OF COMMISSIONERS

Signature and Date:

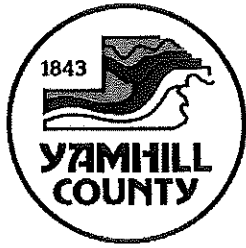
Allen Springer 4-16-15

SUSAN A. LAMB, EMERGENCY MANAGER

Signature and Date:

Susan A. Lamb

B.O. 15-104



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OSSC PROPOSAL QUESTIONS

QUALITY OF PROJECT

1. Provide an overview of the direct service and/or volunteer mobilization project you propose (tell us who, what, where, when and why).

Yamhill County is proposing to host an AmeriCorps service member for a third year to continue to develop community resiliency through community preparedness outreach. In the 2015-2016 'year of service', in addition to preparedness presentations to youth and adult organizations, a concerted effort of outreach will be to include continuity of business presentations to small and mid-size businesses, as well as continuing the Volunteer Speakers Bureau program development. While local governments, organizations and large businesses can plan for disaster response we rely on individuals and small businesses to take care of themselves initially. This holds true at the individual employee level, before someone can help their community they must first take care of themselves and their family. Developing a more resilient community would mean that individuals are better able to withstand disaster, which aids in overall economic and socio-cultural recovery. .

Initially the 2015-16 OSSC AmeriCorps member will develop a strategic plan for delivering preparedness presentations to a wide-range of community groups by working with local stakeholders. Secondly, the AmeriCorps member will strengthen community resiliency by enhancing the recruiting efforts of existing preparedness volunteer organizations such as Medical Reserve Corps, Community Emergency Response Team, and Amateur Radio Emergency Services. Goals for the year of service would include raising awareness among community members and local businesses on the types of disasters in our community and the need to prepare locally. Another goal would be to increase the number of households who develop emergency plans such as communication, evacuation, or family reunification. They would also be tasked with helping community members take action on developing a stockpile of supplies at home and increase their skillset for being able to take care of themselves until help can arrive. These activities can occur through presentations, social media, and other outreach methods. This position will work closely with Emergency Management, Public Health, and other local non-governmental (NGO) partners.

- 2. Develop a timeline of the member's major activities for fall (beginning September 8, 2014), winter, spring and summer (timeline must be specific to the member's service and not cover the program in general).**

During the first month, the AmeriCorps member will become familiar with existing plans and the culture of the organizations and the communities in which they will serve. In the fall, the member will be encouraged to attend the Oregon Emergency Management Association Conference to become familiar with the missions of these programs and to network with both private and public sector professionals. In October, the member will work closely with Emergency Management on the County's delivery of the Great Oregon Shake-Out exercise (this work may begin in September if time permits). Utilizing a presentation outline crafted by previous OSSC AmeriCorps members, the 2015-16 member will develop and refine presentations through the fall and in to winter, that can be used for direct delivery of community education. Outreach educational materials including social media and articles will be utilized throughout the year as appropriate. In January, if not earlier, the AmeriCorps member will develop a strategy to share Continuity of Operations Planning elements with local businesses in order to increase post-disaster economic stability. Throughout the winter and spring, the member will continue to develop, engage, and train members of the Volunteers Speakers Bureau. Also in January, if not before, the member will reach out to MRC, CERT, and ARES groups to begin the process of identifying recruiting hurdles and to develop a plan through the spring to enhance their membership profiles. In April, the AmeriCorps member will identify gaps in expected work plan targets and resources needed to complete items. In late May, early June, the member will begin the process of writing an improvement plan for the year of service, modeled on the standard After Action Report.

- 3. How does this proposed project meet the needs of the community that your organization serves? How was the need identified (include any community involvement)? This statement should be local and specific to the member's project and not to the organization as a whole.**

This project targets an ongoing need in the general community as individuals, families and businesses move in and out of the region. The emphasis will be on building personal and small business resiliency. The need for additional preparedness information and education has been identified at free countywide preparedness fairs in 2012 and 2013, as well as during small group presentations during previous and current OSSC AmeriCorps years of service. Local service organizations and staff from local care facilities, who participated in a recent tabletop and full scale exercise, have expressed a desire to have awareness, preparedness, and continuity planning education. Preparedness, response, and recovery go hand-in-hand. Through these efforts, individuals, families, and businesses will become more resilient when facing a crisis and less reliant on outside governmental assistance.

- 4. How will this project increase the level of service your organization provides to the community? Include a description of any activities your organization is currently doing to address this community need. If you have been an OSSC sponsor, please include project successes and describe how a new member will build on those successes.**

Due to having an OSSC AmeriCorps member resource in both 2013-14 and 2014-15, Yamhill County Emergency Management has been able to transition from being 'reactive' to 'proactive' in providing community outreach and developing resiliency. The AmeriCorps members have created 'awareness' among first response and volunteer partners who also help to spread the word. Our AmeriCorps members have been able to reach out to diverse groups including retirement communities, first responders' family groups, health and wellness fairs, college students, adult rehab programs, service organizations, volunteer groups, local small cities, and many others. In 2014-15, our member presented to a large professional audience as part of a conference. They have researched local hazard topics and tailored messages to the groups they speak to and have created a flyer that is distributed at presentations which provides attendees with links to get more information. Our AmeriCorps member also has developed the 'Preparedness Corner' topics which are now included in the County's monthly employee newsletter. With the placement of another AmeriCorps member for 2015-16, citizens of the County will be able to receive similar educational opportunities as well as build on the capabilities initiated in previous years.

- 5. Describe how this position is unique and different from any current or past staff positions or functions.**

The role of the Emergency Manager is focused on developing regional plans and procedures, coordinating with partner agencies, ensuring county staff are trained, and the oversight of affiliate volunteer groups such as CERT and ARES. The role of the Assistant Emergency Manager is tasked with specific projects such as exercise design and program plan updates. This OSSC AmeriCorps position will be focused on developing community resiliency directly among community members. The AmeriCorps member will engage community organizations, businesses as well as individuals in learning about preparedness and continuity of business topics. He/she will further enhance the ability of Emergency Management to conduct outreach utilizing social media, as well as assist existing volunteer groups in sustaining current and generating new members.

6. a. **How will your member be involved in recruiting or supporting community volunteers? What will these volunteers be doing? (Remember, they must do direct service in one or more of our priority areas)**
 - b. **Or, if your member will not be engaged with volunteers, why not?**

This OSSC AmeriCorps position will work closely with Emergency Management, as well as interact with the Preparedness Coordinator in Public Health. Public Health maintains the Medical Reserve Corps while Emergency Management oversees the Community Emergency Response Teams (CERT) and the Amateur Radio Emergency Services (ARES). The AmeriCorps member will work with the respective Unit Leaders to identify potential new members in the community. This position will also assist the teams to identify volunteer recruitment strategies. Through community presentations and networking, the AmeriCorps member will promote these various opportunities and more. In addition the AmeriCorps member will collaborate with the units to build sustainability and internal leadership. The AmeriCorps member will also continue to develop and train volunteers for preparedness focused Speakers Bureau.

7. **Using the included example shown in “Addendum A: OSSC Position Description” as a model, create a one-page position description for your member. Submit an electronic copy in Microsoft WORD as well as hard copies with your proposal.**

See Addendum A: OSSC Position Description.

ORGANIZATIONAL CAPACITY

- 1. In one or two paragraphs, state your organization's history and mission. Include your organization's qualifications for conducting the project you propose.**

Yamhill County Emergency Management (YCEM) provides resources for preparedness, planning, response, mitigation, and recovery activities to citizens and businesses so that they are better able to respond and recover from any emergency situation. Our work toward reaching this goal is multifaceted and involves engaging the community, businesses, citizens, schools, universities, non-profits, faith based, and other organizations. The basis of the YCEM program is working with the community on preparedness topics.

- 2. How will you incorporate an AmeriCorps member(s) into your existing organizational structure? Describe your plan for educating staff and community members about AmeriCorps and the member's role in your organization.**

The AmeriCorps member will work primarily with the Yamhill County Emergency Management Division (3 personnel) and will also interact and may work on projects with the Yamhill County Public Health Preparedness Coordinator. The Emergency Manager and Preparedness Coordinator work very closely together even though they are in separate departments. For this project the Emergency Manager will supervise the AmeriCorps member. In 2013-2014, an OSSC AmeriCorps member began working on disaster preparedness and has become a familiar resource for our county staff as well as many of our community partners. Before the AmeriCorps member starts, appropriate county staff will be made aware of the new project and incoming person. After the AmeriCorps member arrives they will be tasked with further explaining AmeriCorps at appropriate county and community meetings. Our worksite makes every effort to engage OSSC AmeriCorps members into the culture of our worksite and treat them as regular employees. The Emergency Manager will take steps to educate partner agencies about this project and the role of the AmeriCorps member, including encouraging the new member to introduce themselves and their project at regular meetings.

3. Describe how your organization will provide support to the member in the areas below. (For more information on OSSC placement site responsibilities, refer to the Request for Proposal instructions.)

- Orientation:** Provide a general outline of your orientation plan for the member, including orientation to your organization, the project, the issue and the community.
- Supervision:** Describe the structure for both the daily supervision of the member and overall project oversight.
- Training and Professional Development:** Name and describe at least two formal skills trainings you will provide for your member as well as any other training and professional development opportunities you will provide.

The OSSC AmeriCorps member will complete an orientation checklist modified for their particular position. This checklist includes an orientation of our programs and staff, general office procedures and ensuring that the new member knows county policies and procedures. In addition they will attend the Preparedness Orientation and a similar orientation to Emergency Management. Through attending community meetings, events and driving around town they will become familiar with the community in which they will work. We will share relevant assessments such as the Hazard Vulnerability Assessment and Community Health Improvement Plan with the new member as well as provide an overview of relevant emergency operations plans. Lastly, the new member will be encouraged to attend American Red Cross trainings for Disaster Assistance Teams, as well as ARES, CERT and MRC meetings and trainings.

Supervision of the AmeriCorps member will be the responsibility of the Emergency Manager. A regular check-in time will be established for once a week to address on-going topics and any personnel matters. The member's workspace will be located within the Emergency Management office. Other supervision will be provided on an as-needed basis.

The AmeriCorps member will have the opportunity to attend Yamhill County Public Health's staff meetings and in-services. Staff meetings are held twice a month and are an opportunity for the AmeriCorps member to feel connected to other county staff. Staff development in-services are offered to provide additional training and education on topics that vary from preparedness to mental health and addiction services to computer trainings. Other organizational meetings occur including emergency preparedness team meetings and health promotion team meetings. These meetings will be an opportunity for the AmeriCorps member to share and learn information as well as professional growth as a team member. These meetings are an excellent opportunity for the AmeriCorps member to make connections with other local and regional agencies involved in emergency preparedness. Trainings are offered to enhance the AmeriCorps member's skills and understanding or preparedness topics.

General trainings may include continuing education opportunities through Oregon Emergency Management, the OHA Health Promotion and Chronic Disease Prevention program, New Employee Orientation, and Quality Improvement training. Additional training opportunities may be Social Media for Disaster Response, Psychological First Aid, FEMA independent study courses, and other locally offered disaster preparedness training. As well, the successful 2015-16 member may request training in related disciplines that are of interest or develop subject matter expertise.

4. Briefly describe the project space and environment in which the member will serve.

The AmeriCorps member will have a workspace in the Emergency Management Office. This will include a desk, computer, telephone, chair and filing cabinet. Access to general office supplies and services are provided. A motor pool vehicle will be available for appropriate travel and when not available, member will be reimbursed for use of POV.

5. Provide a risk assessment for the project and describe the project safety plan and safety training plan.

Our worksite does not have any particular risks as we operate in a standard office setting. The AmeriCorps member will receive the same safety information and training provided to our regular staff including the building evacuation plan and fire safety.

6. Outline your strategy for recruiting your member(s) by August 15, 2015 (Sites have main recruiting responsibility).

Targeted recruitment efforts for this position will be to develop a flyer and email with instructions on how to apply. Information will be disseminated to key stakeholders such as members of the Yamhill County Emergency Preparedness Group and Oregon Emergency Management Association. Information will also be sent to local colleges and secondary education institutions. Other volunteer agencies such as MRC, CERT, ARES, and the American Red Cross will receive the position announcement. Recruitment will also occur through news blurbs to local media. As our agency is familiar with OSSC AmeriCorps recruitment we will quickly establish an interview panel, potential questions and a schedule of potential interview times.

SUSTAINABILITY**1. How does this project fit into your organization's long-term plan?**

Emergency Management strives to bridge gaps within the NIMS Core Capabilities, similar to the Preparedness Capabilities targeted by Public Health. This project helps both YCEM and YCPH aid in educating the community and building capacity for the community to prepare for a disaster. Through these efforts, the community becomes more resilient to better withstand the impact of a disaster and take steps toward recovery sooner.

2. How will the member's activities support the long-term, sustainability of the project? For example, will the member develop systems, materials or documents or recruit volunteers that the organization can continue to utilize after the member's term of service is complete?

Starting over every year is not an efficient, nor effective use of any resource. The 2015-2016 AmeriCorps member will utilize presentation plans created by the current AmeriCorps member and will continue to build on those and additional collateral materials. During the 2015-16 service year, the OSSC member will also develop materials to engage the business community in long-range continuity planning. The member will also research current and leading edge policies and technology trends related to social media to encourage and enable integration throughout the county and partner agencies. Also, the member will assist existing disaster volunteer organizations to develop strategies for recruitment that can be used perpetually.

3. How will the organization continue the project in the future without the support of an OSSC member? Include strategies for fundraising, incorporating the position into existing staff functions or other strategies. *If you have previously been successful at making AmeriCorps activities sustainable, please describe that success.*

The OSSC AmeriCorps member will work to build sustainability by fostering relationships with community partners and establish processes for reaching community members. This can include developing methods of engaging students and schools in educational campaigns as well as promotional opportunities with local businesses. The AmeriCorps member will further develop the Volunteer Speakers Bureau into a self-sustaining affiliate of Emergency Management, with oversight provided by EM staff. Potential bureau volunteers may include technical assistance and subject matter experts as well as interested citizens. In addition, the AmeriCorps member will develop social media and outreach templates and toolkits that can be easily adapted and implemented as appropriate. Capabilities that are developed as a result of the AmeriCorps position will be evaluated and considered for future incorporation into existing staff functions and strategies as funding permits.

ADDENDUM A : OSSC POSITION DESCRIPTION**Oregon State Service Corps Position Description**

ORGANIZATION: Yamhill County Emergency Management
ORGANIZATION MISSION: Yamhill County Emergency Management (YCEM) provides resources for preparedness, planning, response, mitigation, and recovery activities to citizens and businesses so that they are better able to respond and recover from any emergency situation. Our work toward reaching this goal is multi-faceted and involves engaging citizens, businesses, schools, universities, non-profits, faith based, and other organizations.

POSITION: Community Preparedness Specialist
LOCATION: 414 NE Evans St, McMinnville, OR 97128

SUMMARY OF POSITION:

The Community Preparedness Specialist will raise awareness among business and community members on the types of disasters in our community and how preparedness aids response and recovery, developing personal and economic resilience for the good of the community.

ESSENTIAL RESPONSIBILITIES:

1. Conduct community outreach and education through a variety of methods.
2. Assist with existing volunteer organizations engaged in preparedness to identify recruiting hurdles and to develop and implement recruiting strategies to increase membership.
3. Develop and deliver continuity of operations presentations to local businesses.
4. Attend relevant staff and community meetings.
5. Complete and submit in a timely manner all OSSC/AmeriCorps required reports and time sheets.
6. Participate in OSSC AmeriCorps sponsored orientation, trainings, meetings and disaster-related activities.
7. Participate in Emergency Management training & exercise program activities.

MARGINAL RESPONSIBILITIES:

1. Ability to lift 40 pounds.
2. Work with departments and businesses on Ready Rating.
3. Organize an earthquake drill for Yamhill County personnel.

PREFERRED QUALIFICATIONS:

1. A self-motivated, creative, and resourceful individual who enjoys working with diverse groups of people in a team environment.
2. Experience and/or desire to work with community members.
3. Ability to articulate ideas and conduct presentations.
4. Ability to develop effective educational materials.
5. Intermediate level MS Office skills including Word, Excel, PowerPoint, & Publisher.
6. Willing to work a flexible schedule, including some evenings, weekends.
7. Valid driver's license, good driving record and own transportation.
8. CERT, MRC, and/or ARES qualified.
9. Post-secondary course-work in a related field.
10. NIMS Training: IS-100, 200, 700, & 800.

CONTACT: SUE LAMB, EMERGENCY MANAGER W: (503)434-7340; LAMBS@co.yamhill.or.us

This position is available to all without regard to race, color, national origin, disability, age, sex, political affiliation or in most instances, religion. Qualified individuals with disabilities and those from diverse backgrounds are strongly encouraged to apply. We provide reasonable accommodation for qualified individuals.

Please note: Your targets for performance measures 1-5 should include data on your member's impact only, even if your member recruits or supports volunteers to work alongside them.

ADDENDUM B: OSSC PERFORMANCE MEASURES (CONTINUED)

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Performance Worksheet #1:

Disaster Services. Member's service will help individuals and communities prepare, respond, recover and mitigate disasters and increase community resiliency.

1a. Calculate the number of hours your member will spend providing these services: 1b. Calculate this as a percent of the member's total 900/1700 hours:	Approximately 765 hours (45%) of member time will be directed toward the Disaster Services priority area.
2. In one to two sentences, describe your member's specific role in providing these services including planning, prepping, follow-up and related or corollary activities:	The AmeriCorps member will develop and implement a work plan for community education to include conducting presentations and other outreach efforts to organizations, small businesses, and groups of community members. The member will also assist in the development of content materials and a strategy to disseminate information utilizing social media.
3. Target number of non-duplicated community members served by these activities:	1000-2000 community members will be served through direct contact, with the potential for additional outreach through the extension of partner organizations participation. Social media targeted outreach to 10,000 community citizens.
4. What tool or tools will you use to track this (e.g., course records)?	A work plan tracking sheet and/or activity log using Excel or similar software management tool will be used to quantify service program contacts.

ADDENDUM B: OSSC PERFORMANCE MEASURES (CONTINUED)

Performance Worksheet #6:

Volunteer Generation. Provide volunteer management, including coordinating service learning opportunities and community service opportunities for youth and adults. These community volunteers must be engaged in direct service activities that address the OSSC priority areas.

1a. Calculate the number of hours your member will spend providing these services including time spent on planning, prepping, follow-up and related or corollary activities: 1b. Calculate this as a percent of the member's total 900/1700 hours:	Approximately 425 hours (25%) of member time will be directed toward the Volunteer Generation priority area.
2. In one to two sentences, describe your member's specific role in providing these services including planning, prepping, follow-up and related or corollary activities:	The AmeriCorps member will work with the Community Emergency Response Teams, Medical Reserve Corps, Amateur Radio Emergency Services, and Speakers Bureau to further develop recruitment plans and strategies when interfacing with the community. Service to these organizations may include assessment of existing membership programs, in-person meetings and trainings, developing promotional materials, and social media support.
3. In one to two sentences, describe what these volunteers will be doing:	Generally, volunteers associated with Emergency Management, provide support to the department and response agencies, which in turn develops community resiliency. Some, such as the ARES and MRC units provide specific skill expertise to support emergency incidents. .
4. Target number of non-duplicated volunteers managed by member: --episodic (one-time volunteers) --ongoing (continued commitment)	Episodic: will vary from 2-50 Ongoing: 60-75
5. What tool or tools will you use to track (e.g., volunteer tracking log)	A work plan tracking sheet and/or activity log using Excel or similar software management tool will be used to quantify service program contacts.

Please note: in selecting this performance measure, your organization will be expected to implement three or more effective volunteer management practices during the service year as a result of the member's service, as measured by an Effective Practices Tracking Sheet (which will be given out to sites at the end of the service year).