

NERT Position Description: Non-emergency Neighborhood Team Volunteer

Neighborhood Team: Non-Emergency

Coordinator¹

The goal of the NERT program is to get every San Francisco resident prepared for a disaster. The job of the Neighborhood Coordinator is to help achieve that goal working in his/her neighborhood.

- Act as a contact person for NERT members in your neighborhood.
- Maintain current list of NERT graduates in your area² and provide updates to the Program Office.
- Provide NERT graduates in your neighborhood with information updates from the Program Office.
- Organize team meetings & activities, with assistance from team members to plan and carry out activities.³
- Participate in San Francisco NERT drills, advanced training classes, and other events as time permits, and encourage team members to join you.
- Attend quarterly leadership meetings or send a representative.
- Encourage non-NERT neighbors to take NERT training.
- Help set up and staff the NERT staging area in your neighborhood after a catastrophic incident, if you are safe and able to do so.

Co-Coordinator¹

- Assist Coordinator with all items listed above.
- Act as representative for the Coordinator as needed.

Block Captain

- Gathers and stores information from each household on the assigned block, using Household Survey Forms. This includes:
 - names of people in the household
 - people with special needs
 - people with special skills; e.g. NERT or first-aid training, bilingual
 - people who have special equipment; e.g. generators, chain saws, heavy jacks, hand tools

[For more details: [Household Survey Forms \(PDF\)](#) | [Household Survey Forms Instructions \(PDF\)](#)]

Communications

- Assist coordinator with maintenance of graduate list².
- Assist with providing information updates to NERT graduates on your team.

Team Member

A Neighborhood team is most successful when graduates of the NERT training plan, practice and play with each other. A team member participates in neighborhood activities.

¹ NERT members interested in volunteering as neighborhood coordinator or co-coordinator should submit an email request to Erica.arteseros@sfgov.org so that an interview can be scheduled.

²Use of NERT database/member information is for NERT activities only. Team Coordinators and team Communication assistants may receive the database only after completing the Confidentiality Statement with the Program Coordinator.

³ Refer to the Coordinators Toolkit and Coordinators Guidelines for guidance and assistance.