



Mission Viejo RACES – ARES HANDBOOK



City of Mission Viejo Memorandum

Date: February 6, 1996
To: Charley Speelman - RACES Radio Officer
From: Mary Oien
Subject: JOB DESCRIPTION FOR RACES

--- **ROUGH DRAFT** ---

JOB TITLE: Communications Volunteer - RACES Member

PURPOSE: To Provide communication assistance to the City of Mission Viejo

MAJOR DUTIES:

1. To participate in weekly RACES radio net.
2. To assist with the development of emergency communication procedures, policies, manuals and plans.

During activation of RACES or an exercise:

3. To communicate messages between City Officials and other governmental agencies via the RACES network.
4. To transcribe messages received from disaster locations, shelters, schools, hospitals, other emergency operating centers.
5. Maintain a written record and log of messages sent and received.
6. To provide the City Officials with information regarding conditions in the City during and after a disaster.
7. To disseminate information bulletins issued by the Public Information Officer to the general public.
8. To operate City packet radio (specific assignment).

REPORTS TO: RACES Radio Officer and City Emergency Preparedness Coordinator.

LOCATION: Individual assignments at various community facilities.

TIME COMMITMENT: No minimum.

SKILLS/
QUALIFICATIONS:

1. FCC Amateur Radio License.
2. Good communication skills, both written and verbal.
3. Prospective participant must possess and maintain a working amateur radio station.
4. Ability to work effectively in a stressful environment.
5. General enthusiasm and a desire to serve the City of Mission Viejo and its citizens.

--- **ROUGH DRAFT** ---