



Resource Typing Definition for the National Qualification System
Mass Care Services

DONATIONS SPECIALIST

RESOURCE CATEGORY	Mass Care Services
RESOURCE KIND	Personnel
OVERALL FUNCTION	The Donations Specialist helps create and implement the volunteer and donations portion of the operations plan and helps manage the flow of donated goods, funds, and services
COMPOSITION AND ORDERING SPECIFICATIONS	<ol style="list-style-type: none"> 1. This position can be ordered as a single resource or in conjunction with a NIMS typed team (Donations Coordination Task Force or Donated Goods Warehouse Management Team) 2. Discuss logistics for this position, such as security, lodging, transportation, and meals, prior to deployment 3. The position typically works 12 hours per shift, is self-sustainable for 72 hours, and is deployable up to 14 days 4. Requestor may specify any additional qualifications necessary based on incident complexity and needs

Each type of resource builds on the qualifications of the type below it. For example, Type 1 qualifications include the qualifications in Type 2, plus an increase in capability. Type 1 is the highest qualification level.

COMPONENT	SINGLE TYPE	NOTES
DESCRIPTION	<p>The Donations Specialist reports to the Donations Coordination Task Force Leader, Donated Goods Warehouse Management Team Leader, Donations Call Center Supervisor, or other designated supervisor, and performs the following functions:</p> <ol style="list-style-type: none"> 1. Helps create and implement the volunteer and donations portion of the operations plan 2. Helps manage the flow of donated goods, funds, and services during the response and recovery phases 3. Maintains open communication, such as via conference calls and e-mail, with the appropriate stakeholders, including representatives of Federal, state, local, and tribal governments, Voluntary Organizations Active in Disaster (VOAD), community-based organizations, and the private sector 4. Assists the Donations Call Center Supervisor, if activated, and supports call center operations 5. Offers logistical support, such as transportation to and from the local warehouse, and secures facility space, equipment, and supplies 6. Supports donations coordination functions as requested by the Donations Coordination Task Force Leader 	Not Specified



COMPONENT	SINGLE TYPE	NOTES
EDUCATION	Not Specified	Not Specified
TRAINING	Completion of the following: <ol style="list-style-type: none"> 1. IS-100: Introduction to the Incident Command System, ICS-100 2. IS-244: Developing and Managing Volunteers 3. IS-288: The Role of Voluntary Agencies in Emergency Management 4. IS-700: National Incident Management System, An Introduction 	Not Specified
EXPERIENCE	Knowledge, Skills, and Abilities: <ol style="list-style-type: none"> 1. Familiarity with private, public, and Nongovernmental Organization (NGO) donations management processes at Federal, tribal, state, and local levels 2. Ability to support the Donations Coordination Task Force Leader in executing donations management agreements 3. Familiarity with the function of long-term recovery committees Experience: <ol style="list-style-type: none"> 1. Successful completion of the National Qualification System (NQS) Position Task Book (PTB) for the National Incident Management System (NIMS) Donations Specialist, or equivalent Authority Having Jurisdiction (AHJ) documentation 2. Experience supporting donation coordination in disasters or planned events 3. Experience working with VOAD on donations management 	Not Specified
PHYSICAL / MEDICAL FITNESS	Performs duties under arduous circumstances, characterized by working consecutive 12-hour days under physical and emotional stress for sustained periods of time	Not Specified
CURRENCY	<ol style="list-style-type: none"> 1. Functions in this position during an operational incident, exercise, drill, or simulation at least once every three years 2. Background checks as applicable law permits or requires 	<ol style="list-style-type: none"> 1. The Donations Specialist meets AHJ badging requirements. 2. Provider must carry out and use any background checks as applicable law specifies. This may include a background check completed within the past 12 months; a sex-offender registry check; and a local, state, and national driving and criminal history.
PROFESSIONAL AND TECHNICAL LICENSES AND CERTIFICATIONS	Not Specified	Not Specified



NOTES

Nationally typed resources represent the minimum criteria for the associated component and capability.

REFERENCES

1. FEMA, NIMS 508: Distribution of Emergency Supplies Task Force, pending publication
2. FEMA, NIMS 508: Donated Goods Warehouse Management Team, pending publication
3. FEMA, NIMS 508: Donations Coordination Task Force, pending publication
4. FEMA, NIMS 508: Drive-Through Point of Distribution Team, pending publication
5. FEMA, NIMS 508: Mobile Distribution Team, pending publication
6. FEMA, NIMS 508: Pedestrian Point of Distribution Team, pending publication
7. FEMA, NIMS 509: Distribution of Emergency Supplies Task Force Leader, pending publication
8. FEMA, NIMS 509: Distribution of Emergency Supplies Team Leader, pending publication
9. FEMA, NIMS 509: Donated Goods Warehouse Management Team Leader, pending publication
10. FEMA, NIMS 509: Donations Call Center Supervisor, pending publication
11. FEMA, NIMS 509: Donations Coordination Task Force Leader
12. FEMA, NIMS 509: Mass Care Specialist, pending publication
13. FEMA, Position Task Book for Donations Specialist
14. FEMA, National Qualification System Guide
15. FEMA, National Incident Management System (NIMS), pending publication
16. FEMA, National Response Framework, June 2016
17. FEMA, Emergency Responder Field Operations Guide (ER-FOG), October 2010
18. National Wildfire Coordinating Group (NWCG), National Incident Management System Wildland Fire Qualification System Guide, PMS 310-1, Physical Fitness Levels, October 2016