

# Volunteer Position Description



**Title:** Kirkland Emergency Communications Team (KECT) Member

**Department or Team:** City of Kirkland Fire Department, Office of Emergency Management (OEM)

**Reports to:** Emergency Manager or their designee

**Description of Role:** KECT supports the City of Kirkland Office of Emergency Management with amateur radio when emergency communications support is required. KECT maintains readiness to respond with regular meetings, exercises, trainings, and other planned events.

## Basic Requirements:

- Familiarity with or interest in disaster response
- Possess a current FCC Amateur Radio License.
- Own a functional amateur (ham) radio.
- Completion of FEMA NIMS Independent Study (IS) 100 and 700 courses.
- Successful completion of the City volunteer requirements, including a criminal background check.

## General Activities:

- Maintain active participation with KECT.
- Participate in drills, exercises, or active incidents.
- Coordinate and assist with KECT promotion and publicity; Represent KECT at community events.
- Coordinate and assist with hardware or technology updates to KECT equipment/systems.
- Maintain personal readiness to respond when KECT is activated.

## Skills Needed:

- Ability to read, write, and speak English clear, concisely, and fluently.
- Ability to interact as part of a team with City staff, volunteers, and the public in a professional and respectful manner.
- Willingness to follow KECT procedures and protocols.
- Ability to use amateur radio equipment.
- Ability to work calmly and effectively during high stress or emergency situations.

**Age Requirements:** 16+

**Time Commitment:** Able to commit to a minimum of one year. Attend at least 6 monthly team meetings and participate in at least 15 Sunday Night Nets across 9 months. Participate in one additional activity per calendar year. May be asked to volunteer on weekday evenings or weekends.

**Court Ordered:** Not accepted

**Physical Requirements:** Ability to sit and/or stand for long periods of time. Exerting up to 10 pounds of force occasionally and/or a negligible amount of force frequently or constantly to lift, carry, or otherwise move objects. Work is typically performed in an office setting, although exposure to physical hazard may occur during disaster situations.

**Position Description Reviewed and Understood**

Volunteer Name: \_\_\_\_\_

Volunteer Signature: \_\_\_\_\_

Date: \_\_\_\_\_