



**Trauma  
Intervention  
Programs,  
Inc.**

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*"Citizens helping citizens in crisis"*

**Job Announcement**

**www.Tip-Ser.org**

**Title:** Crisis Team Manager  
Trauma Intervention Program of NW Florida

**Salary:** \$25,000 – Part-time

**Resumes due:** November 10, 2017

**Interviews:** November 13-17, 2017

**Start Date:** November 30<sup>th</sup>, 2017

**Training:** The successful candidate must attend the Volunteer Training Academy November 30 thru December 9, 2017 See schedule at <http://www.tip-ser.org/index.php/training/>

**Probationary Period:** One year

**General Responsibilities of Crisis Team Manager**

- Generally responsible for providing leadership to volunteers and for ensuring TIP responds to all calls for service in a timely manner.
- Responsible for recruiting volunteers into the Volunteer Training Academy.
- Responsible for briefing emergency responders and for other activities aimed at increasing call volume.
- Responsible for providing administrative oversight of the TIP Training Academy including scheduling speakers, ensuring trainees complete paperwork and providing refreshments.
- Responsible for conducting the monthly Continuing Educations meetings.
- Responsible for scheduling volunteers on the monthly schedule.
- Responsible for debriefing volunteers after TIP Calls.

**The Ideal Candidate will:**

- Possess excellent leadership and communication skills.
- Be organized and be detail oriented.
- Have a home office and be willing to work from home.
- Be capable of working flexible hours.

**To Apply:**

Email your resume to: [Tipinccceo@aol.com](mailto:Tipinccceo@aol.com)

For more information go to: [www.tipnational.org](http://www.tipnational.org)

**Resumes must be received by 5:00 p.m. on November 10, 2017 for consideration**