SKYWARN Amateur Radio Operations Coordinator

1.   Position Description

The coordinator should be a trained SKYWARN amateur radio volunteer. He/she is expected to provide technical expertise and assistance to the SKYWARN Program Manager. The coordinator is expected to effectively coordinate SKYWARN efforts over a multi-state area with a wide variety of radio clubs, groups and organizations. He/she should be easily accessible at all times and be willing to devote time and effort to this important cause. The coordinator should, ideally, live within reasonable commuting distance of the NWSFO Memphis. This person should have an interest in the SKYWARN program and be able to work well with the NWS SKYWARN Program Manager and other NWS staff.

2.   Selection of the Operations Coordinator

As the served agency, the National Weather Service will be responsible for the selection and appointment of the Coordinator, and any Assistant Coordinators). The Coordinator may serve as long as his service is in the best interest of SKYWARN. In the event that the Coordinator position is left vacant, the NWS Program Manager may ask the SKYWARN Advisory Committee to assist with suggestions or nominations for the position.

3.   Duties of the SKYWARN Amateur Radio Operations Coordinator

1.   Serve as a SKYWARN spotter and attend training classes whenever possible.

2.   Work with Assistant Coordinator(s) in the organization and operation of the SKYWARN network, including the recruitment and training of responders

3.   Assist the NWS SKYWARN Program Manager as a technical expert on amateur radio matters.

4.   Ensure that at least one Coordinator/Responder is on call AT ALL TIMES to receive the activation call from the National Weather Service.

5.   Ensure that at least two Responders are dispatched to the National Weather Service during SKYWARN activations.

6.   Develop and maintain a call-out list for Coordinators/Responders for the National Weather Service.

7.   Assist in the creation and maintenance of the SKYWARN Operations Manual.

Appendix 2.   SKYWARN Amateur Radio Operations Coordinator Position Description