

DEFINITION:

The Volunteer Coordinator is appointed by the Fire Chief and is responsible for recruitment, selection, and retention of quality volunteer Firefighters and EMT's, and civilian support personnel. The Volunteer Coordinator is a mentor to volunteers throughout the application, selection, and training processes and is an advocate for the administration and all volunteers in the district. The Volunteer Coordinator reports directly to the Fire Chief.

SUPERVISION RECEIVED AND EXERCISED:

The Volunteer Coordinator works under the supervision of the Fire Chief, who provides direction, support and ensures compliance with fire district policy and procedure. The Volunteer Coordinator is not a supervisory position.

EXAMPLE OF DUTIES:

1. Maintains an on-going recruitment program for Fire/EMS and civilian support personnel. Updates programs as needed.
2. Facilitates the application process by providing necessary forms and ensures that all forms are properly completed.
3. Provides orientation to new volunteers regarding District functions and organization, including but not limited to policies, standard operating guidelines, uniform policies, District response areas, and training requirements. Schedules interviews as a part of the application process.
4. Works with the Deputy Chief of Operations and Shift Commanders to provide mandatory training for new recruits and coordinates transportation to training classes.
5. Counsels applicants on necessary medical exams, drug tests, and immunizations.
6. Performs needs assessment for volunteer staffing, initiates plan to meet identified needs and works with the Fire Chief to address funding issues for volunteer staffing.
7. Develops and updates a periodic performance review process for volunteers.
8. Performs other duties as assigned by the Fire Chief.

RESPONSIBILITY:

1. The Volunteer Coordinator will conduct themselves in a manner that will bring credit to the Fire District.
2. Serves as a mentor and advocate for fire/EMS and civilian support volunteers.
3. Supports Fire District policies and plans when dealing with the public and prospective volunteers.
4. Protects the privacy of department personnel and applicants and treats personal information received during the execution of duties in a confidential manner.

EXPERIENCE AND TRAINING

Any combination of fire service and private business training and experience as well as life experience which, in the opinion of the Fire Chief, will make it possible to effectively carry out the duties and responsibilities of the Volunteer Coordinator.

Minimum Qualifications:

1. Be 18 years of age.
2. Possess a valid Oregon State driver's license.
3. Demonstrated ability to work with volunteers and the public.
4. Be a member in good standing of the Sisters-Camp Sherman Fire Department.

QUALITIES**Knowledge of:**

1. Fire Department rules and regulations, chain of command, response areas, SOP's, and operational procedures.
2. Recruitment procedures for new volunteers.
3. Fire service and EMS practices and procedures.

Ability to:

1. Formulate and implement oral and written plans, orders, and memorandum.
2. Work in an effective, patient, respectful manner with volunteers and members of the public.
3. Speak to individuals and public groups for the purpose of volunteer recruitment.
4. Equip, staff and coordinate displays and presentations at public meetings and events.
5. Build positive relationships with volunteer, career, and management staff.
6. Recruit and retain quality fire/EMS and civilian support volunteers.
7. Represent the Fire District in a positive and professional manner.