

**PURPOSE:**

The Volunteer Auxiliary is a group of civilian volunteers that support the Fire and EMS role of the Fire District by participation in non-emergency activities such as fire prevention programs in the schools, public safety education, public displays and demonstrations, and other support activities.

**RESPONSIBILITIES:**

1. The Fire Safety Manager is assigned as the program manager. It is the responsibility of the program manager to ensure that the goals and objectives of the Volunteer Auxiliary are met.
2. It is the responsibility of the Auxiliary Volunteers to conduct themselves according to Sisters – Camp Sherman Fire District policies and procedures and to faithfully discharge assigned duties to the best of their abilities.

**TEAM MEMBER ROLES:**

1. Team members coordinate, schedule, and update fire education programs in the schools, provide public safety information at public events, and make presentations to civic groups.
2. Team members may represent the department through the media with fire prevention articles as well as stories about the Fire District.
3. Team members teach public service classes such as first aid, CPR, child safety seats, and babysitter classes.
4. Team members may participate in Disaster Planning activities in relation to the Deschutes County Emergency Plan and local emergency plans.
5. Team members, with special skills or training, may participate in areas such as communications, computer system maintenance and management, grant writing, vehicle service and repairs, building maintenance and repairs, landscaping and horticulture, graphic arts, amateur radio, or other areas where special skills or training may be of assistance.
6. Team members are volunteers and serve at the pleasure of the Fire District.
7. Team members who have sufficient training may respond to emergency incidents in a support function and may assist with establishment of a rehabilitation area. Team members with specialized skills or certifications may be allowed to use those skills as a support person with the permission of the Fire Safety Manager and Incident Commander.

**FIRE DISTRICT ROLES:**

1. The Fire District will provide sufficient direction and resources to ensure the success of assigned programs and activities.
2. The Fire District reserves complete control over all program content, participants, and activities.
3. The Fire District reserves the right to dismiss any team member for cause.

**PHYSICAL DEMANDS**

The physical demands described here are representative of those that must be met by a volunteer to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the volunteer is frequently required to sit; talk or hear; walk; use hands and fingers to handle, or operate objects, tools, or controls; and reach with hands and arms.

The volunteer frequently must lift and move up to 10 pounds and occasionally move up to 25 pounds. Vision abilities required are close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

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The employee must meet the physical requirements consistent with their responsibilities as an Auxiliary Volunteer.

#### WORK ENVIRONMENT

The work environment characteristics described here are representative of those a volunteer encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Work is primarily performed in offices, vehicles and outdoor settings in all weather conditions.