

# Lower Allen Township

is currently accepting qualified applicants for:

## TRAINING AND VOLUNTEER COORDINATOR



### POSITION SUMMARY

The Training and Volunteer Coordinator assists in the coordination and administration of the training and onboarding process for the volunteer fire companies (Lower Allen Fire Company No. 1 and Lisburn Community Fire Company) that provide fire/rescue services to Lower Allen Township. The focus of this position is on scheduling and/or providing training programs to volunteer firefighters, live-in firefighters, and career staff; and assisting the Township's volunteer fire companies in recruitment and retention efforts. Special attention is to be given to the development and administration of an on-boarding/mentoring process for newly recruited members.

### \*REQUIRED & PREFERRED MINIMUM QUALIFICATIONS

#### REQUIRED

- Three years of structural firefighting experience
- Two years of fire apparatus driver/operator experience
- Firefighter II Certification
- Hazardous Materials Operations Certificate
- ICS-100, ICS-200, IS-700, and IS-800 certificates
- EMT and EMSVO certification (Obtain within 90 days)
- Current CPR/AED certification
- PA State Driver's License
- Knowledge of Pump and Aerial Operations
- PA DOH Vehicle Rescue Technician
- The ability to pass a background/criminal investigation and employment physical

#### PREFERRED

- Recruitment and Retention Coordinator Certification Training from IAFC
- PSFA Suppression Instructor

**Apply By:**

**4:00pm • Friday,  
June 9, 2023**

Go online to: [www.latwp.org](http://www.latwp.org)

Under the "Information" tab, click on "Employment".

Please submit Cover Letter, Resume  
and signed Job Description to:

Lower Allen Township  
2233 Gettysburg Road  
Camp Hill, PA 17011

Attn: Human Resources Department  
Minority and/or female applicants  
are encouraged to apply.

EOE

**\*Refer to Job Description for a detailed list of qualifications.**