

TOWNSHIP JOB DESCRIPTION

POSITION TITLE: TRAINING AND VOLUNTEER COORDINATOR	BAND: PUBLIC SAFETY	BBP CLASS: 1
DEPARTMENT: PUBLIC SAFETY	SUPERVISOR: FIRE CAPTAIN	ACCOUNTABILITY: Fire Captain/Public Safety Director
NAME:	ISSUE DATE:	PAGES 4

POSITION SUMMARY:

The Training and Volunteer Coordinator assists the Fire Captain in the coordination and administration of 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 providing and /or scheduling 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 volunteer members or career staff.

All duties and responsibilities require consistent attention and commitment to this agency's mission, goals, vision, values, and Lower Allen Township's goal of "Community First." The Training and Volunteer Coordinator must accept the responsibility to support and promote this organization's mission and comply with its directives, policies, rules, regulations, ordinances, state, and federal laws.

All assigned duties and responsibilities are expected to be performed in an effective, efficient, and safe manner. Personal conduct and behavior (on-duty as well as off-duty) must be such that it does not bring disrepute or unnecessarily endanger the public's trust or confidence in the agency or its members.

This position requires a high level of problem-solving ability, self-initiative, the ability and willingness to work most of the time without direct supervision, and the ability to accurately assess situations. The position requires the individual to report to the Fire Captain, but to interact with a variety of shift supervisors, public service disciplines, and volunteers to accomplish the mission and goals of the Township. Assignments may take place inside, outside, or within township or fire company vehicles.

Successful performers are those who can make independent decisions that are consistently in line with the agency's mission, goals, and objectives. Maintaining Firefighter, EMT, and Fire Instructor certifications are essential for the position of Training and Volunteer Coordinator.

The person in this position may also assist with or be assigned to other positions within the Public Safety Officer classification and have a flexible schedule to accomplish the assigned tasks of the Training and Volunteer Coordinator.

ESSENTIAL FUNCTIONS OF THE JOB:

Drive and Operate Emergency Public Safety Vehicles (PS vehicles, EMS Vehicles, and Fire Apparatus) to and from incidents or emergency scenes.

Ability to wear Self-Contained Breathing Apparatus (SCBA).

Maintains EMT, CPR/AED, and Firefighter certifications.

Complete documentation of Patient Care Reports and Fire Incident Reports by the end of shift.

Assists in coordinating and managing volunteer recruitment and retention programs.

Develops, schedules, coordinates, and administers all onboarding and training of new volunteers.

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ESSENTIAL FUNCTIONS OF THE JOB (continued):

With the expressed permission of a supervisor, a Training and Volunteer Coordinator may, but is not required, to engage in fire support and other volunteer firefighter activities, provided the Training and Volunteer Coordinator is a member of Lower Allen Fire Company #1 and Lisburn Community Fire Company. Any and all actions, other than driving fire apparatus to and from the scene of a fire, are considered to be volunteer firefighter activities and outside the course and scope of the Training and Volunteer Coordinator job duties for Lower Allen Township.

Assigns, coordinates, and administers a mentoring program for all new volunteers and live-in firefighters.

Directs onboarding and mentoring activities and evaluates academic and field performance during initial training. May conduct or participate in performance evaluations of fire and rescue skills for new volunteers.

Monitors recruitment and retention program success and research new programs for recruitment and retention of volunteers.

Coordinates and participates in recruiting activities including, but not limited to: job fairs, high school and college programs, and partnerships with businesses or civic organizations.

Communicates regularly with volunteers and career staff to monitor volunteer performance and participation.

Responsible for all aspects of the administration and operation of the fire/rescue training program for volunteer firefighters, live-in firefighters, and career staff.

Plans, develops, schedules, coordinates, and implements the full range of fire/rescue training programs, drills, and exercises for volunteer firefighters, live-in firefighters, and career staff.

Publish and maintain annual training schedules for volunteer firefighters, live-in firefighters, and career staff. May also function as an instructor for some scheduled training.

Maintain training standards, records, and documentation for volunteer firefighters, live-in firefighters, and career staff using records management software.

Develop and maintain training manuals, training library, and position task books as applicable.

Maintain training records and documentation for driver/operator training, evaluation, and certification program for volunteer firefighters, live-in firefighters, and career staff.

Monitors training program success and research new programs, props, facilities, and activities for quality training of volunteer firefighters, live-in firefighters, and career staff.

Serve as a liaison with other emergency service providers, training agencies, organizations, businesses, and other agencies with respect to recruitment, retention, and training matters and activities.

Assists the Fire Captain in the development of the annual budget as it pertains to recruitment, retention and training of volunteer firefighters, live-in firefighters, and career staff.

Responds, as needed and when available, to emergency calls.

Perform daily and weekly apparatus inspections and equipment checks to ensure proper function and serviceability.

Participates in apparatus maintenance and cleaning details.

Provide on-scene assistance to Basic Life Support (BLS) and Advanced Life Support (ALS) providers while functioning as Quick Response Service (QRS) responder.

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OTHER FUNCTIONS OF THE JOB:

Act as an EMS provider for Lower Allen Emergency Medical Services (EMS) when assigned by the Fire Captain or Public Safety Director.

Has analytical ability with mental alertness.

Maintains a physical and mental state of fitness and readiness that will enable them to handle (often without backup) contacts and involvements with dangerous or potentially dangerous people, animals, and equipment.

Maintains knowledge of latest techniques and programs in the EMS, Fire, Rescue, and Hazardous Materials areas.

Participates in training on-duty or as assigned.

Ability to develop a rapport with a vast cross section of staff, outside agency staff, and volunteers.

Maintains proficient knowledge of Township ordinances and state laws.

Ability to communicate via radio.

Ability to effectively work with all levels of supervision and with all Township department employees as needed to accomplish tasks.

Punctual regular attendance is required. Employees are to be equipped and ready for work at the start time for their assigned shift.

Assists with public relations activities.

Conduct or assist with public fire and life safety education events.

Work conditions vary by shift or assignment.

Tasks may be performed outside or indoors.

Has the ability to move 100 pounds to a height of 4 feet and carry 100 pounds.

Has the ability to sit or stand for extended periods of time.

Has the flexibility sufficient to enter and exit vehicles frequently, ambulate for long periods over all types of terrain, climb over and around obstacles, and suddenly move out of the way of dangers.

Efficiently operates computer equipment and software programs used by the Fire, EMS, and Community Development Departments.

Strives to obtain competency in accordance with employee's evaluation measures.

Performs other related duties as assigned.

REQUIRED QUALIFICATIONS:

1. 18 years of age.
2. High School diploma or equivalent GED.
3. 3 years of structural firefighting experience and 100 hours of structural firefighting and/or rescue training, or an equivalent combination of experience and training.
4. 2 years of fire apparatus Driver/Operator experience on Engines/Pumpers (Also Aerial Apparatus preferred).
5. Firefighter I and Firefighter II Certification (DOD, IFSAC or Pro Board).
6. Hazardous Materials – Operations Level (refresher within 1 year).
7. ICS-100, ICS-200, IS-700 and IS-800 certificates.

REQUIRED QUALIFICATIONS (continued):

8. EMT Certificate (PA or able to obtain PA certification within 90 days) with EMSVO Certificate.
9. Current CPR/AED certification.
10. PA State Driver's License (or out-of-state driver's license with the ability to obtain PA license within 30 days).
11. Pump Operations I Certificate or D/O Pumper Certification (DOD, IFSAC or Pro Board).
12. Foam Firefighting – Basic Certificate (within six months of hire)
13. Truck Company Operations I Certificate (within six months of hire)
14. Aerial Apparatus Operations Certificate or D/O Aerial Certification (DOD, IFSAC or Pro Board) (within six months of hire).
15. PA DOH Vehicle Rescue Technician (BVR Awareness and Operations) (obtain within 12 months of hire).
16. Be qualified to drive and operate all Lower Allen Fire Company apparatus (within 12 months of hire).
17. Be qualified to drive and operate all Lisburn Fire Company apparatus (within 18 months of hire).
18. Recruitment and Retention Coordinator Certification Training from IAFC (obtain within 12 months of hire).
19. PSFA Suppression Instructor (preferred).
20. The ability to pass a background and criminal investigation.
21. Ability to communicate effectively and professionally in English both verbally and in writing.
22. Citizen or National of the United States, a lawful permanent resident alien, or an alien authorized to work in the United States.
23. Working knowledge of the Township's word processing software.
24. For purposes of driving fire apparatus, the Training and Volunteer Coordinator must maintain membership in both the Lower Allen Fire Company #1 and the Lisburn Community Fire Company.
 - a. Any activity other than driving the apparatus is deemed voluntary on the part of the Training and Volunteer Coordinator.
25. The ability to pass a medical physical, meeting the requirements of the most recent edition of NFPA 1582-Standard on Comprehensive Occupational Medical Program for Fire Departments.
26. Offer of employment is contingent upon the successful completion of a satisfactory: physical examination, (full-time personnel only); drug test and background investigation result (full/part-time and temporary personnel).

For purposes of driving fire apparatus, must maintain membership in both the Lower Allen Fire Company #1 and the Lisburn Community Fire Company. Any activity other than driving the apparatus is deemed voluntary on the part of the Training and Volunteer Coordinator.

Work is performed on a flexible 40-hour work week schedule. Due to the unique nature of the training schedules, the Training and Volunteer Coordinator may need to work during evenings and weekends. The Training and Volunteer Coordinator will work with the Fire Captain and volunteers periodically to ensure the annual training schedules meet the needs of the recruitment, retention, and training programs.

Offer of employment is contingent upon the successful completion of a satisfactory: physical examination, (full-time personnel only); drug test and background investigation result (full/part-time and temporary personnel).

END

I have read the foregoing job description and certify that I can perform all aspects of the job and meet qualifications as required by Lower Allen Township.

Employee

Date

Supervisor

Date