CITY OF BELLINGHAM

JOB DESCRIPTION

JOB TITLE:	**Volunteer Coordinator**	**UNION:106**
		SG:32
CLASS TITLE:	**Fire Captain**	**CS:P**
		FLSA:Y
DEPARTMENT:	**Fire**	**EEO4CODE:PR**

JOB SUMMARY:

The Volunteer Coordinator assists the Division Chief of Training in the coordination and administration of Fire District 8's volunteer programs. The focus of this position is on recruitment and retention efforts and to support initial and ongoing training for volunteer firefighters. Responsibilities include: recruiting new volunteers, coordination of the hiring and onboarding process, coordination and instruction of recruit academy, and coordination and instruction of ongoing training. The person in this position may also assist with or be assigned to other positions within the Fire Captain classification.

SUPERVISORY RELATIONSHIP:

Reports directly to the Division Chief of Training. Acts with considerable independence in implementing the training and recruiting programs. Supervises volunteers during training hours. Works closely with other Captains and other fire agencies to coordinate volunteer hiring and training.

ESSENTIAL FUNCTIONS OF THE JOB:

1. Coordinates and manages volunteer recruitment programs.
2. Coordinates initial hiring and onboarding of new volunteers.
3. Coordinates and acts as a company officer for volunteer recruit academies. May also function as an instructor for some academy training.
4. Directs recruit activities and evaluates academic and field performance during initial training. May conduct or participate in performance evaluations of EMT and fire skills for probationary volunteers.
5. Works in coordination with the entire training division to develop and coordinate ongoing training for volunteers. May also function as an instructor for some ongoing training for volunteers.
6. Represents the department in county-wide meetings related to volunteer recruit academy.
7. Monitors program success and researches new programs for recruitment and retention of volunteers.
8. 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.
9. Serves as a point of contact to volunteers and disseminates pertinent information regularly to the volunteer group.
10. Communicates regularly with operations personnel to monitor volunteer performance and participation.

11. Coordinates with operations captains assigned to Stations 31 and 34 to provide a mentoring program.
12. Assists other training division personnel as needed and as assigned by the Division Chief of Training.
13. Assists the Division Chief of Training in the development of the annual training budget.
14. Responds, as needed and when available, to emergency calls.

ADDITIONAL WORK PERFORMED:

1. Performs related duties within the scope of the Fire Captain classification.

KNOWLEDGE AND SKILLS:

Knowledge of:
- Thorough knowledge of the volunteer system, hiring, onboarding, and training requirements.
- Principles and practices of fire suppression and basic life support.

Skill in:
- Excellent oral communication skills to present effective trainings to groups.
- Excellent written communication skills for writing reports and developing training materials.
- Good management skills including leadership, supervisory skills, problem analysis, decision making, planning, organizing and time management.
- Excellent interpersonal skills to work effectively with all members of the Department, other agencies, and the public.
- Flexibility and adaptability to meet the needs of changing circumstances.
- Skill in using a personal computer for basic word processing, data management, and spreadsheet work.

Ability to:
- Ability and willingness to demonstrate the Public Service Competencies of Service Orientation, Results Orientation, and Teamwork and Cooperation.
- Working knowledge of the operation and maintenance of the various types of Fire and EMS equipment used by the Fire Department.
- Ability to meet Department standards for Firefighter.
- Ability to maintain consistent and punctual attendance.
- Physical ability necessary to perform Essential Functions of the job including:
  - Carry hose bundle of approximately 50 pounds and don personal protection and firefighting equipment weighing approximately 70 pounds to the scene of an emergency (sometimes to upper floors of businesses, apartments and hotels).
  - Lay and operate hose lines (160 pounds per 50 feet of hose with 100 pounds of nozzle pressure).
  - Stabilize and lift patients with backboard and cot.
  - Carry, place and extend ladders in training and in emergencies.
  - Operate power equipment such as a chain saw, portable generator, hydraulic jaws, smoke ejector, etc.
  - Set up and operate master streams and aerial ladder pipes.
  - While wearing protective clothing, perform heavy labor such as chopping; shoveling; moving furniture, equipment and merchandise.

WORKING ENVIRONMENT:

Work is performed in a variety of settings including offices, fire stations, emergency scenes, and emergency response vehicles. The environment ranges from a normal/ routine to the emergency setting with unusual modes of communication, extreme noise, discomfort and hazard. The emergency environment may require the management/ performance of hazardous tasks under conditions that require strenuous exertion with limited visibility, exposure to hazardous or toxic chemicals and gases, extremes in temperature, cramped surroundings, exposed heights, or activities in and around water. It may also involve working with citizens experiencing a wide range of emotions (rage, grief, confusion, etc.) as a result of an emergency. May be exposed to infectious diseases, which require the use of protective equipment, and exposure to the elements.

Work is performed on a flexible 40-hour work week schedule. Due to the unique nature of working with volunteers, the Volunteer Coordinator may need to work during evenings and weekends. The Volunteer Coordinator will work with the Division Chief of Training each month to identify an appropriate schedule for the month based on the needs of the program.

EXPERIENCE AND TRAINING REQUIREMENTS:

- Minimum 6 months as a Fire Captain
- Teaching experience in fire and/or emergency medical services preferred.
- Previous experience managing on-going projects preferred.

NECESSARY SPECIAL REQUIREMENTS:

- Must maintain professional certificates and affiliations as determined by the Department.

PREPARED BY: B. Hewett
K. Johnson
R. Delker
10/19

REVIEWED BY:

_____
Bill Hewett, Fire Chief

REVISED BY: