



## **Volunteer Coordinator (2145)**

**FLSA Status:** Non-Exempt (Hourly)

**Pay Grade:** 20

**Safety-Sensitive:** Yes

### **Purpose**

The purpose of this classification is to plan, organize and coordinate support activities to improve the capacity of volunteer firefighters, working in combination with career firefighters to form an effective response force, with an emphasis on recruitment and retention.

### **Primary Responsibility**

Provides excellent service, pursues continuous improvement and exceeds expectations.

### **Typical Duties**

Develops, leads, and implements effective programs that will attract and retain qualified volunteer firefighters: prepares advertisements and press releases promoting volunteer opportunities; schedules and leads recruitment activities at community events; develops partnerships with media, businesses, schools, and other community organizations to assist in recruitment and retention; coordinates volunteer recognition and involvement programs; conducts periodic surveys to evaluate needs and outcomes of volunteer programs.

Coordinates new volunteer selection and assignment: processes volunteer applications and makes recommendations; assists in onboarding activities; reviews and monitors development of new recruits; assists volunteers with training activities and compliance with training standards.

Prepares and maintains files and records: maintains and audits volunteer response and training records; maintains equipment and facility records for volunteer stations; maintains records required for grant application and compliance; prepares and submits volunteer activity/participation reports to the Fire Chief and Fire Training Officer; assists with developing and communicating policies and procedures.

Monitors performance of volunteer firefighters: helps ensure volunteer compliance with minimum training standards; assists in mediating disputes between volunteers, or between volunteers and career personnel; makes recommendations for volunteer disciplinary action.

Assists the Training Officer with ensuring adherence to established safety procedures: monitors volunteer use of safety equipment to ensure safety of volunteers, employees and others; ensures maintenance and testing of equipment and tools; ensures corrective measures are taken to resolve safety hazards or maintenance problems; and maintains related documentation.

Assists in the development of the department budget: evaluates the need for new equipment and supplies for volunteers and makes recommendations for purchase; assists with the preparation of grant applications.

Responds to emergency incidents for volunteer critique purposes or for command assistance: performs assigned duties at fire scenes.

Seeks professional development opportunities: attends and participates in professional group meetings; stays abreast of new trends and innovations in the field of fire science.

Performs other related duties as required.

### **Minimum Qualifications**

High school diploma or GED required, with vocational or technical training in fire science or a related field; supplemented by two years of experience as a volunteer firefighter; or any equivalent combination of education, training, and experience which provides the requisite knowledge, skills, and abilities for this job.

**Specific License or Certification Required:** Must possess and maintain a valid Georgia driver's license. Must be able to obtain and maintain a Class F Driver's License.

### **Performance Aptitudes**

**Data Utilization:** Requires the ability to evaluate, audit, deduce, and/or assess data using established criteria. Includes exercising discretion in determining actual or probable consequences and in referencing such evaluation to identify and select alternatives.

**Human Interaction:** Requires the ability to work with and apply principles of persuasion and/or influence over others to coordinate programs or activities of a project, and resolve typical problems associated with the responsibilities of the job.

**Equipment, Machinery, Tools, and Materials Utilization:** Requires the ability to operate, maneuver, and/or control the actions of equipment, machinery, tools and/or materials requiring complex and/or rapid adjustments.

**Verbal Aptitude:** Requires the ability to utilize a wide variety of reference, descriptive, and/or advisory data and information.

**Mathematical Aptitude:** Requires the ability to perform addition, subtraction, multiplication, and division; the ability to calculate decimals and percentages; the ability to utilize principles of fractions; and the ability to interpret graphs.

**Functional Reasoning:** Requires the ability to apply principles of influence systems, such as motivation, incentive, and leadership, and to exercise independent judgment to apply facts and principles for developing approaches and techniques to resolve problems.

**Situational Reasoning:** Requires the ability to exercise judgment, decisiveness and creativity in situations involving the evaluation of information against sensory, judgmental, or subjective criteria, as opposed to that which is clearly measurable or verifiable.

### **ADA Compliance**

*In compliance with the Americans with Disabilities Act (ADA), the County will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.*

**Physical Ability:** Tasks require the ability to exert moderate, though not constant physical effort, typically involving some combination of climbing and balancing, stooping, kneeling, crouching, crawling, and

prolonged standing, and which may involve some lifting, carrying, pushing and/or pulling of objects and materials of moderate weight (12-20 pounds).

**Sensory Requirements:** Some tasks require the ability to perceive and discriminate colors or shades of colors, sounds, odor, depth, texture, and visual cues or signals. Some tasks require the ability to communicate orally.

**Environmental Factors:** Performance of essential functions may require exposure to adverse environmental conditions, such as odors, wetness, humidity, rain, fumes, smoke, temperature and noise extremes, hazardous materials, fire, machinery, vibrations, electric currents, traffic hazards, bright/dim lights, toxic agents, animal/wildlife attacks, animal/human bites, explosives, firearms, water hazards, violence, disease, pathogenic substances, or rude/irate customers.

*DISCLAIMER: This job description is not an employment agreement or contract. Management has the exclusive right to make changes at any time without notice.*

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