

Platteville-Gilcrest Fire Protection District Job Description

Job Title: Organizational Volunteer ("Second Responder")
Job Status: Volunteer
FLSA Classification: Exempt
Reports To: President
Effective Date: May 10, 2007

The following job description is established for the Platteville-Gilcrest Fire Protection District to outline the basic duties and responsibilities of the above captioned position. This position is a volunteer position and is exempt from the minimum wage and overtime requirements of the FLSA.

Summary of Position:

The Organizational Volunteer is charged with the responsibilities of maintaining Fire Department moral and community relations through the implementation of department get-togethers, and Personal Relations events. Organizational Volunteers will also be expected to sit on various committees, so as to relieve the Fire Department volunteers from the paperwork and research load that accompanies each committee.

Position Responsibilities:

These responsibilities are for the Organizational Volunteer group to accomplish as a whole and may be divided among its members as is deemed necessary for the effective completion of all tasks.

1. Plan, organize, prepare for, and run Department get-togethers; such as annual picnics, banquets, skiing trips, camping trips, fun days, etc.
2. Plan, organize, prepare for, and run Personal Relations events; such as Harvest Daze, Gilcrest Days, Pancake Breakfast, Halloween Party, etc.
3. Prepare and order Department merchandise for annual incentive.
4. Help with Fire Prevention Week as needed.
5. Sit on at least one committee per year and take on certain responsibilities; such as doing research, making phone calls, taking meeting notes, and other various tasks as needed.
6. Attend all District/Station meetings and training as assigned, including the monthly organizational meeting to be held on the first Thursday of each month.
7. Respond to calls when requested by officer in command; to help with rehab, supplying food on extensive calls, traffic control, etc.
8. Participate in non-emergency activities as required and requested by the officers of the District; such as help wash trucks after extensive calls, etc.
9. Assist, as necessary, in maintaining the cleanliness and safety of the fire station assigned.
10. Be familiar with all District rules, regulations, policies and operating guidelines applicable to the operation of the District.
11. Conduct ones self in a mature, professional and courteous manner at all times.
12. Other duties as assigned from time to time.

Minimum Position Requirements:

1. A strong desire to be involved with an organization of the community.
2. Have the ability to work well with others and work as a team member.
3. Must have the ability to understand and follow written and oral instructions in the English language.
4. Must reside within the boundaries of the Platteville/Gilcrest Fire District.
5. Must be at least 18 years of age.
6. Must possess and maintain a valid Colorado Driver's License.

Acceptance:

I hereby acknowledge receipt of the job description, have read it and agree to accept the above captioned position of Organizational Volunteer; subject to the provisions contained herein.

Signature

Date