

VOLUNTEER COORDINATOR

DISTINGUISHING FEATURES OF THE CLASS: The work involves responsibility for recruiting new volunteer firefighters and retaining existing volunteers. The incumbent is responsible for publicizing the need for volunteers, acting as the point person for the volunteer members, and reviewing the training of candidates to perform services in accordance with departmental requirements. Administrative supervision is exercised over volunteers. The work is performed under the direct supervision of the Fire Chief. Does related work as required.

TYPICAL WORK ACTIVITIES: (Illustrative only)

Recruits, screens, schedules and interviews interested volunteer candidates to assess their potential for the program;
 Evaluates and identifies ways to retain existing volunteers;
 Participates in volunteer company meetings;
 Acts as liaison between volunteers and Fire Chief;
 Addresses groups from which potential volunteers may be obtained and prepares publicity news releases to attract volunteers;
 Prepares training schedule in conjunction with the Municipal Training Officer;
 Administers the volunteer incentive system;
 Administers the Youth Venture Crew.

FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS: Good knowledge of the organization and administration of volunteer programs, including recruitment and utilization of volunteers; good knowledge of interviewing techniques; good oral and written communication skills; working knowledge of public information and public relations techniques; ability to operate a computer to organize and maintain accurate records and files; ability to establish and maintain effective working relationships with others; ability to work a variety of days and hours; physical condition commensurate with the demands of the position.

MINIMUM QUALIFICATIONS: Graduation from high school or possession of a high school equivalency diploma and, EITHER:

1. An Associate's Degree from a regionally accredited college or university, or
2. Two (2) years of experience overseeing or recruiting volunteers.

PLUS five (5) years of experience as an active volunteer firefighter in New York State [REQUIRED WITH BOTH (1) and (2)].

SPECIAL REQUIREMENT FOR APPOINTMENT: Possession of an appropriate New York State Operator's license at the time of appointment, and maintenance of such license throughout the tenure of employment in the position.

APPROVED: March 6, 2009

CIVIL SERVICE CLASSIFICATION: COMPETITIVE