

I. PURPOSE

Resident Volunteer Job Description

II. SCOPE

To All Members

III. RULE

None.

IV. POLICY

- A. **GENERAL POSITION SUMMARY:** Resident Volunteers (RV) perform firefighting, first aid, transportation and fire prevention duties, which may include driving firefighting apparatus and medic units to the scene of the emergency and hospital, and operating equipment at the fire or medical scene, extinguishing fires, and saving lives and property.
- B. **ESSENTIAL FUNCTIONS/MAJOR ASSIGNMENTS:** The statements contained herein reflect general details as necessary to describe the principle functions of this job, the level of knowledge and skill typically required and the scope of responsibility, but should not be considered an all-inclusive listing of work requirements. Individuals may perform other duties as assigned.
1. Resident Volunteer will participate in a task book sign off before ability to respond on Squad emergency calls in Government Camp.
 2. Cleans an assigned part of the fire station and grounds.
 3. Maintains assigned resident quarters in a clean and professional manner.
 4. Responds with fire apparatus and medical units to scene of emergency, lays hose, operates pump and operates firefighting equipment until extinguishment of fire.

5. Cleans and services all Fire District equipment as assigned. Keeps assigned equipment in a constant state of readiness, may be asked to do apparatus inspections and performs necessary maintenance and repair.
6. Maintains records and submits reports as may be required.
7. Participates in fire drills in fire and medical techniques.
8. Attends schools and classes to learn advanced principles and techniques in use and operation of fire service apparatus, fire techniques and medical emergency skills.
9. Performs housekeeping and maintenance duties at the station as assigned.
10. Performs other related duties as assigned by superiors.

C. SECONDARY FUNCTIONS:

1. Performs fire prevention inspections as assigned.
2. Assist in instruction of fire personnel as needed in efficient and modern practices and principles of firefighting, emergency medical and rescue work.
3. Assist in inspecting hydrants, clearing weeds and brush, paints and marks hydrant locations.
4. Assist Career staff with their projects.

D. JOB SCOPE:

1. Works under general direction and supervision of the Resident Volunteer Coordinator (RVC) and their assigned shift officer.
2. Perform work within their level of training to save lives and property.
3. Responsible for own work with review by supervisors.
4. Must maintain goals and standards set by Resident Volunteer Coordinator.

E. SUPERVISORY RESPONSIBILITY:

1. May be required to supervise a less senior volunteer firefighter in the absence of, or by direction of, a Volunteer or Career Officer.
2. Works under general direction and supervision of the Resident Volunteer Coordinator (RVC). The RVC will set and maintain goals for all current students working alongside their shift officers.
3. RV will directly work under their assigned shift officer or acting officer on their shift. Shift operations supervision will be directed by the Volunteer or Career Officer who evaluates their work for conformance to district policy and effectiveness.

F. INTERPERSONAL CONTACTS:

1. Will routinely interact with the complex members of the general public when responding to fire suppression and emergency medical incidents. RV will follow district policies and procedures handling inquires in a courteous and respectful manner reflecting a positive attitude.
2. Will routinely interact with other agencies and will follow district policies and procedures handling inquires in a courteous and respectful manner reflecting a positive attitude.
3. Will routinely interact with complex coworkers and peers and must be able to get along with others and work effectively in a team environment.

G. SPECIFIC JOB ABILITY:

1. Ability to communicate effectively verbally and in writing.
2. Organization and time management skills.
3. Regular and predictable attendance.
4. Maintain and high degree of competency and skill in fire protection and perform duties in a manner which reflects positively on the Fire District.

H. SPECIFIC JOB EFFORT:

1. Maintain the ability to physically accomplish the requirements of the district and to respond without notice to emergency incidents. Have above average mobility in confined, claustrophobic, hazardous areas including high places.
2. Required to lift and move over 50 pounds.
3. Required to stand and stoop for long periods of time regardless of weather conditions.
4. Ability to handle stressful situations and concentrate in a busy/noisy environment.

I. EDUCATION, EXPERIENCE, AND CERTIFICATION/LICENSURE:

1. Graduation from high school or GED equivalent.
2. Possess NFPA Firefighter 1 certification or equivalent.
3. Possess Wildland Firefighter 2 certification.
4. Possess EMT-Basic or higher.
5. Possess ICS 100 and ICS 200 certification.
6. Possess a valid driver's license and insurable by HFD #74.

J. JOB CONDITIONS:

1. Will be assigned to a rotating shift on a 48/96 schedule and will be expected to work this shift along paid and volunteer staff at Hoodland Fire District's Main Station in Welches. (The student will be allowed to leave a shift for any class falling on the 48 hours on duty.)
2. Student will maintain a primary residence at Government Camp Station.
3. May be exposed to blood, body fluids, or tissues that may be infectious with various Hepatitis Virus and Human Immunodeficiency Virus during emergency situations.

4. May be exposed to both indoor and outdoor environment including exposure to extremes in temperature, dust, noise, and other adverse psychological conditions.
5. May be exposed to hazardous conditions involving smoke, heat, chemicals, fumes and other hazards experienced in emergency situations.
6. Required to respond to the public, dealing with individuals or groups under extreme stress frequently involving trauma, suffering, and personal tragedy.
7. Required to perform in physically strenuous exertion in hazardous conditions and cramped surroundings.

K. ADDITIONAL JOB REQUIREMENTS:

1. Ability to pass HFD #74 physical agility test.
2. Ability to pass an HFD #74 medical physical exam.
3. Must pass a criminal background check.
4. Must be enrolled in a college level courses that are fire or EMS related.
5. Must be enrolled in at least 12 credits, or the equivalent of a full credit load.
6. Must maintain a 3.0 GPA at the end of each term.
7. Must maintain a passing letter grade of C or better in every class at the end of the term to receive reimbursement for class fees.
8. RV will be subjected to shift change, but they will be given at least two weeks' notice.
9. RV must provide notice a month in advance if leaving the program, if leaving in the middle of a term students will not be reimbursed for their current term.

L. STUDENT BENEFITS:

1. Tuition reimbursement up to \$1600 dollars a term.

2. Monthly stipend for any day to day expense starting at \$200 dollars a month.
3. Free housing at the Government Camp Station.
4. All uniforms and PPE will be provided by the district.
5. Working experience alongside HFD career staff on a 48/96 schedule.
6. Allowed to trade shifts freely with other RV.
7. Will be allotted vacation as the discretion of the Shift Officer and RVC.
8. Opportunities for other training classes and certifications.