Grant County Fire Protection District 3

POLICY AND PROCEDURE

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1. NUMBER: 4.2.33

2. SUBJECT: ***Job Description – Volunteer Liaison***

3. POLICY: The Liaison is established to provide central point of communications for the Volunteers of Grant County Fire District 3. This position will report directly to the District Fire Chief and Board of Commissioners.

4. SCOPE: This Policy and Procedure is applicable to the Liaison of Grant County Fire District 3.

5. RESPONSIBILITIES:

   A. The District Fire Chief shall ensure that this Policy and Procedure is adhered to.

   B. The Liaison will adhere to this Policy and Procedure.

6. PROCEDURE:

   A. Supervision Received:

      1. The Liaison receives direction from the District Fire Chief in the District.
      2. The Liaison shall be required to work without direct supervision.

   B. Supervision Exercised: No supervision is exercised in this position.

   C. Essential Duties and Responsibilities:

      1. Shall continually work to promote the positive public image of Grant County Fire District 3, Strategic Plan, Mission Statement and be party to no act or omission that may detract from a positive public image.
      2. Shall attend all training drills, safety meetings and Commissioner meeting.
      3. Keep the District Fire Chief and Commissioners fully advised of the status of all functions, concerns, problems, fund raisers and activities of the Fire District Volunteers.
      4. Keep the Volunteers fully advised of the status of all functions, concerns, problems, activities of Grant County Fire District 3.
      5. A constant source of information/contact for all current volunteers.
      6. Shall be an accessible source of contact/information for current/new potential volunteers and assist with the completion of new recruit packet when requested. Shall become familiar with all volunteers' benefits (i.e. BVFF, VFS, etc.) offered.

7. Periodically meets with individual volunteers to verify that their needs and the District needs are being met.
8. Shall not discuss with anyone confidential matters.
9. Shall actively participate and promote all Volunteer/District function.
10. Shall develop and sustain network of contacts within the community to create awareness of volunteer opportunities; also makes presentations to community or business when requested.
11. Recommends improvements in existing volunteer programs and assists with the development of new programs.

D. Peripheral Duties: Serves as a member of various Fire District committees as agreed upon with the District Fire Chief.

E. Knowledge Ability and Skills:

1. Ability to remain neutral and unbiased.
2. Current volunteer member of Grant County Fire District 3.
3. Ability to meet and deal with the public in a courteous and professional manner and promote a positive image of Grant County Fire District 3.
4. Possess excellent public relations skills, ability to effectively lead diverse work groups.
5. Good communication skills, both oral and written.
6. Experienced in writing correspondence, reports and creating presentations.
7. Demonstrate the initiative and ability to follow through on task to timely completion.
8. Have the ability to instill trust, consistency and fairness to volunteers and staff.
9. Ability to organize events, activities and schedules.
10. Be results oriented with the ability to adapt to changing needs, solve problems, keeps projects moving in a positive direction.
11. Be dependable and able to maintain their emotion self control in stressful situations.
12. Be able to accept advice and follow and promote adopted rules and policies, convey a positive, professional attitude and contribute to the general well being of the District.

F. Special Requirements:

1. Must be twenty-one (21) years of age or older at time of appointment.
2. Have not been convicted of a job-related crime or released from prison within the last 10 years.
3. Ability to read and write the English language.
4. Ability to meet Grant County Fire District 3's physical standards.
5. Must be able to communicate effectively with people who may be

emotional and deal with customers in a respectful, courteous manner.

6 Experience managing and mentoring volunteer staffing programs.

7 Knowledge in volunteer recruiting and retention programs.

8. Must be able to establish and maintain good working relationships.

G. Tools and Equipment Used: Computer, phone, fax and basic office equipment.

H. Physical Demands: The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

1. While performing the duties of this job, the employee is frequently required to stand; walk; use hands to finger, handle, or operate objects, tools, or controls; and reach with hands and arms. The employee is occasionally required to sit; climb or balance; stoop, kneel, crouch, or crawl; talk or hear; and taste or smell.
2. The employee must frequently lift and/or move up to 10 pounds and occasionally lift and/or move up to 100 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

I. Work Environment: The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

1. Work is performed in shop, office, vehicles, and outdoor settings, in all weather conditions, including temperature extremes, during day and night shifts. Work is often performed in emergency and stressful situations. Individual is exposed to hearing alarms and hazards associated with fighting fires and rendering emergency medical assistance, including smoke, noxious odors, fumes, chemicals, liquid chemicals, solvents and oils.
2. The noise level in the work environment is usually quiet in office settings and loud at shop and emergency scene.

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.

NOTHING CONTAINED IN THESE JOB DESCRIPTIONS OR ANY OTHER WRITTEN POLICY OF THE DISTRICT IS INTENDED TO BE PART OF ANY EMPLOYMENT RELATIONSHIP OR CONTRACT. THESE JOB DESCRIPTIONS FOR THIS FIRE DISTRICT OR ANY OTHER WRITTEN POLICY OF THE DISTRICT ARE MERELY STATEMENTS OF DISTRICT POLICY AND DO NOT AMOUNT TO PROMISES OF SPECIFIC TREATMENT. FURTHERMORE, THE DISTRICT RESERVES THE RIGHT TO MODIFY THE AFOREMENTIONED JOB DESCRIPTION AND DISTRICT POLICIES AT ANY TIME.