

## **Wayne County Fire District Volunteer Coordinator**

The Wayne County Fire District seeks a dynamic, self driven and dedicated individual for a position that offers unique professional challenges and opportunity for professional advancement.

The Wayne County Fire District Volunteer Coordinator (VC) will function under the supervision of the WCFD Chief and the WCFD Board. This position is funded by a FEMA grant and is authorized for 4 years by that funding source. No assurance is given beyond that period and is dependent on continued funding. The rank of the successful candidate for this position will be determined by qualifications set by the Chief and the Board. The person selected will be required to reside in Wayne County to serve in the position.

The VC will be responsible for the following:

Act as training and recruitment officer

Develop and coordinate a recruitment and retention program

Establish and maintain records systems to track training and certification of FFs

Assess needs for PPE and other fire equipment.

Establish regular monthly training programs for each station and assist BC's in providing that training.

Coordinate District wide training programs using UFRA, FFSL, USFM, local and other training providers.

Insure that as part of station training activity that all equipment is inspected, tested and used

Tracking the time spent by each FF participating in any department program, based on data received from BCs

In cooperation with the Treasurer and the Chief, provide data and reports required by FEMA for the SAFER grant funds.

Establish professional development plans for personnel and facilitate enrollment in classes and completion of task books, certification records etc.

Submit documentation for the award of training and response stipends.

Act as liaison with the Utah FF Certification Office.

Respond to fires, other emergencies and requests for service.

Assist the Chief with departmental planning, operations, recordkeeping, public education, grant writing and administration and other official duties.

Preferred initial qualifications include: Structural Firefighter I& II; Wildland FF I& II; Haz Mat awareness & Operations; Fire Instructor I. If the candidate does not currently possess those, they may be required within 1 year of hire.

A salary and benefit package is available based on qualifications, experience and skills at the discretion of the Fire District Board.

Wayne County Fire District is an Equal Opportunity Employer. We reserve the right to reject any or all applications.

Call 435 836 1300 for an application packet.