

# PACIFIC COUNTY FIRE DISTRICT #1

## JOB DESCRIPTION

**TITLE:** Support Volunteer                      **REPORTS TO:** Support Division Lieutenant  
**DIVISION:** Support Services

### GENERAL FUNCTIONS:

The general function of a Support Volunteer is to assist the Fire District in a multitude of functions, not included in the fire suppression or emergency medical service (EMS) areas.

### SUPERVISION:

Direct supervision is from the Support Division Lieutenant, or designee, assigned within the chain of command. Supervision is performed in accordance with established procedures, although individuals may exercise independent judgment in emergency situations.

### PRIMARY DUTIES:

Duties may include, but are not limited to fire prevention, clerical, chaplain, maintenance, providing rehabilitation during incidents, smoke detector/lockbox/address sign projects, photography, sewing/alterations, etc.

### SECONDARY DUTIES:

The Support Division is divided into two branches: Administrative and Operational support. Support personnel can be exclusive to either the Administrative or Operational branch, or both.

Administrative support includes duties that do not involve an incident response, but are primarily clerical in nature.

Operational support includes duties that can involve an incident response.

### Administrative Support

#### Clerical –

- Assist office staff with answering phones, compiling reports, or general office duties.
- May perform archival duties such as storing or compiling historical reports, data, and photographs.
- May be trained to do routine data entry of training or other types of records.
- Assist with inventory of District property.

#### Information Tech.

- Assist staff with web-site management and other forms of District-related electronic media.

**Public Education**

- Assist the District in the delivery of fire prevention, injury/illness prevention, and disaster preparedness. Activities may include helping with Fire Prevention Week, District open house, and community health fairs.
- Assist the Public Ed. Coordinator in maintaining current community programs such as the Life Safety projects; i.e., smoke detectors, lockboxes, address signs.

**Operational****Rehabilitation Assistant**

- Respond and establish a rehabilitation post at extended emergency incidents
- Assist with replacing SCBA's and filling empty SCBA bottles

**Disaster Responder**

- Assist and provide operational support during natural and man-made disasters.
- May assist, establish, or maintain a warming station at District facilities or other approved locations

**Chaplain**

- To assist administration with counseling District members, and provide grief management in the event of disastrous occurrences. Counseling could include fire department personnel or the general public involved in the occurrence.
- Primary duties could be such tasks as counseling, spiritual guidance or mentoring.

**Maintenance**

- Volunteer help in this area could include painting, minor repairs, gardening, washing windows, etc.

**Job Responsibilities Related to Patient Privacy**

Protects the privacy of all patient information in accordance with PCFD#1 privacy policies, procedures, and practices, as required by federal and state law, and in accordance with general principles of professionalism as a volunteer with Pacific County Fire District 1.

Reports any concerns regarding PCFD#1's policies and procedures on patient privacy and any observed practices in violation of such policies to the District's Privacy Officer.

**WORKING ENVIRONMENT:**

Administrative support personnel are generally not exposed to extreme conditions encountered during emergency incidents or times of crisis. Work times are generally scheduled.

Operational support personnel may be exposed to extreme weather conditions, ill or injured people, noise, toxic smoke and gases, and other conditions often found at an emergency response scene. Work times may be scheduled or unscheduled, during all times of the day or night.

Disclaimer: The information provided in this job description is designed to indicate the general nature and level of work performed by incumbents within this job. It is not designed to be interpreted as a comprehensive inventory of all duties, responsibilities, qualifications, and working conditions required of employees assigned to this job. Management has sole discretion to add or modify duties of the job and to designate other functions as essential at any time. This job description is not an employment agreement or contract.