



## JOB DESCRIPTION: SUPPORT VOLUNTEER

### General Purpose:

To support the operations of Red Lodge Fire Rescue and its firefighting / emergency medical response members.

### Relationships:

Work as a team member with fire and EMS division members, interact with the public via direct contact, telephone and written communications. Interact with others during periods of stress.

### Supervision:

Work under the general supervision of the Fire Chief and other chief officers.

### Essential Duties and Responsibilities:

Support roles can include, but are not limited to answering telephones in command post/station, transporting materials/people to & from emergency scenes, light clerical duties, assisting in rehabilitation of emergency personnel on emergency scenes and other duties as assigned by Fire Chief or chief officers.

### Desired Minimum Qualification:

Be 18 years of age at time of acceptance, possess a Montana drivers license, complete an orientation to the department, pass a criminal background check.

### Special Requirements:

Character to get along well with others, willingness to perform any task assigned, conscientiousness and dependability, dedication to the mission of the department.

### Physical Requirements:

Vision: normal vision needed with or without correction. May require operating on an emergency scene at night with limited lighting.

Hearing: Normal hearing needed.

Lifting: Light lifting (under 35 pounds).



Walking and/or mobility:

May occasionally be required to walk on slippery (wet or icy) surfaces, may be necessary to climb narrow stairs into command bus.

Work Environment:

The support volunteer works both inside where there may be protection from weather conditions and outside where there may be no effective protection from the weather. The support volunteer will occasionally encounter noise and/or vibration exceeding 80 decibels, constant or intermittent, to cause marked distraction or possible hearing loss. While not involved in firefighting or EMS operations, the support volunteer may occasionally work on emergency scenes where there is always a certain element of danger present.

Selection Guidelines:

Formal application, oral interview and background check.

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

The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change. The position of support volunteer is not a paid position.

Approval: \_\_\_\_\_ Approval: \_\_\_\_\_

Supervisor

Appointing Authority

Effective Date: \_\_\_\_\_ Revision History: \_\_\_\_\_