



Timberline Fire Protection District

660 Highway 46, Black Hawk, Colorado 80422

(303) 582-5768 phone (303) 582-3481 fax

www.timberlinefire.com

JOB ANNOUNCEMENT

JOB TITLE: DEPUTY CHIEF OF VOLUNTEER SERVICES

REPORTS TO: Fire Chief or Designee

HOURS: Full-Time, may require evenings and weekends

PAY SCALE: This position is classified as salaried, exempt, employment at-will employee. Annual salary will be **\$64,696 to \$72,196** plus benefits. This position is funded thru a 2016 FEMA SAFER Grant. Funding for this position is not guaranteed beyond the end of 2021. Future funding of this position may depend on securing additional grants or revenues.

THE FULL JOB DESCRIPTION CAN BE FOUND AT WWW.TIMBERLINEFIRE.COM

**SUBMIT RESUMÉ, COVER LETTER, LIST OF CERTIFICATIONS AND 3 PROFESSIONAL REFERENCES TO:
JENNIFER HINDERMAN, BUSINESS MANAGER - JHINDERMAN@TIMBERLINEFIRE.COM
OR MAIL TO THE DISTRICT HEADQUARTERS AT THE ADDRESS ABOVE.**

CLOSING DATE: MUST BE RECEIVED BY FEBRUARY 8TH, 2019 @ 5PM.

This is an exciting opportunity for someone seeking to make a difference in the lives of others and work for a community-based organization. This position is responsible for overseeing the needs of our volunteers including; discovering new and innovative ways to engage, motivate and retain our current membership and recruit future firefighters. These objectives will be achieved through support and guidance of Timberline Fire Protection District operational objectives, and the requirements established by the SAFER grant EMW-2016-FF-00361.

The *Deputy Chief of Volunteer Services* will occasionally respond to 911 calls and other non-emergent community needs. They shall be expected to perform all tasks associated with an all-hazards agency.

PRIMARY DUTIES AND RESPONSIBILITIES:

The job duties and responsibilities in this job announcement are for illustrative purposes only. The duties of this position may change based on the needs of the district and additional direction from the Fire Chief. Specific duties and responsibilities include, but are not limited to:

- Developing and maintaining an effective volunteer program including the elements in the grant application.
- Create a strategy for development, implementation, operation and evaluation of the recruitment and retention program.
- Search for grant opportunities related to recruitment and retention and prepare and submit grant applications as needed.
- Prepare reports and financial statements as required for the grant.
- Function at both strategic and tactical levels, working in conjunction with District personnel to analyze data/issues, forecast needs, draw conclusions, and identify potential solutions, project consequences of proposed actions and effectively implement recommendations.
- Assist with project teams and coordinate complex programs, utilizing highly developed project management, written/verbal communication and presentation skills.
- Assist in establishing and maintaining effective internal and external working relationships.
- Utilize excellent organizational skills with ability to work well under pressure of deadlines and

constantly changing priorities.

- Attends meetings when assigned, and provides reports with the concurrence of the Fire Chief.
- Respond to emergency calls as a command officer.
- Coordinate, assist and develop quality training opportunities.
- Mentor our current and future officers in order to develop current and future leaders and mentors.
- Integrate volunteers into the day to day operations of the department.
- Maintains district records, including computer data entry and organization of records related to the recruitment and retention program.
- Maintains minimum training requirements and certifications as required by the district.
- Perform other job-related duties as assigned by the Fire Chief or designee.
- The individual will at all times present themselves in a courteous, professional and responsible manner.

DESIRED MINIMUM QUALIFICATIONS:

- A minimum of an Associate's degree in Fire Science and/or Fire Administration, Public Relations, Communications or other related discipline is required from an accredited college or university.
Equivalent work experience may be substituted as approved by the Fire Chief.
- Preferred qualifications would include a Bachelor or Master's Degree in Fire Science and/or Fire Administration, Public Relations, Communications or other related discipline.
- ICS 100, 200, 700 and 800.
- IFSAC/Pro-board Fire Officer 1 or ability to obtain Fire Officer 1 within 12 months of hire.
- Colorado EMT-B certification or ability to obtain within 3 months of hire.
- NWCG FF Type 2 with an Arduous Red Card or ability to obtain within 3 months of hire.
- Obtain/maintain a valid Colorado State driver's license and good driving record as identified by department policy.
- Ability to read, comprehend and speak the English Language.
- Successfully pass a thorough criminal and civil background investigation to the extent permissible by law.
- Ability to pass a DOT physical

TRAINING AND EXPERIENCE:

- Writing grant applications, FEMA AFG and SAFER grants preferred.
- Experience as a company officer or command officer in response to all-hazard emergencies.
- Knowledge of techniques and programs that will successfully contribute to the recruitment and retention of volunteers within a rural fire district.
- Work and communicate with people of all ages and socio-economic groups.
- Knowledge of web sites and social media as it relates to marketing in the fire service.
- Utilize and demonstrate logical and progressive reasoning ability that supports cause and effect relationships.
- Demonstrate logical, progressive deductive reasoning with an ability to arrive at reasonable conclusions in the absence of established facts.
- Ability to remain clear-headed, professional and diplomatic in stressful situations.
- Maintain a professional and courteous image to internal and external customers.
- MS Office Suite, specifically; Word, Excel, Powerpoint.
- Experience with *Emergency Reporting* is preferred.