

# ORGANIZATIONAL MANUAL

## SUPPORT VOLUNTEER

Non-Compensated, Non-Represented

Section P

PERSONNEL

Procedure P-12V



### **Purpose:**

The Support Volunteer Program is designed to allow volunteers the ability to participate in District activities in a way that supports the operations of the District and the Volunteer Association. The position of Support Volunteer does not include response to an emergency scene.

### **Participation:**

Support Volunteers are required to participate in District and Volunteer activities, with a documented 8 hours of participation per quarter. Support Volunteers are encouraged to wear District-issued attire when participating in community events or activities where interaction with members of the public is anticipated.

### **Volunteer Job Duties:**

Support Volunteers will manage the coordination of dinners for the Volunteer Association Business meeting, live fire or other training events, and incident support when called upon to provide food and drink to fire personnel on larger incidents (either on-site or at the station). They are also encouraged to participate and coordinate social events under the direction of the Volunteer Association. Duties may be performed at one of the District Stations, within the District boundaries, or beyond the District boundaries if working on behalf of the Volunteer Association. Support Volunteers may also assist the Administration staff with maintenance of station and grounds, vehicles, and other professional tasks such as grant writing, website maintenance, etc. Will report to duty lieutenant.

### **Personal Conduct:**

Support Volunteers are subject to the Volunteer Personal Conduct policy, Section 9.2 of the Personnel Policies for Volunteers.

### **Requirements:**

Support Volunteers shall maintain a driving record that meets the District's driving-record requirements. Support Volunteers are required to maintain a current and valid Oregon driver's license. Support Volunteers must notify the Fire Chief of any change in their driver's license status, and of all traffic violations. Failure to report a traffic violation or change in license status to the Fire Chief will be viewed as a violation of District's policy.

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Support Volunteers must obtain First Aid/CPR Heartsaver certification within 60 days of their application acceptance.

## **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 accommodation will be provided to otherwise qualified individuals with disabilities and known limitations to perform the essential functions.

The frequent physical demands of this position include standing, walking, stooping, talking, reaching, feeling, repetitive motions of hands/wrists, sitting, grasping, hearing, and handling. Work frequently requires the ability to sit, stand, keyboard, and write for extended periods of time. Specific vision abilities required of this position include close vision and the ability to adjust focus. Extensive reading, writing and computer monitor work is required.

Occasionally, the work requires the ability to climb a flight of stairs, push, lift, pull, and carry up to 30 pounds.

## **Mental/Cognitive Demands**

Work involves multiple tasks that change frequently and requires sound mental organization. The position of Support Volunteer does not include responding to an emergency scene.