



Job Description

Fire Service Intern

Status: Non -Exempt	Department: Bureau of Fire
Supervision Received: Under the direction of Director of Bureau of Fire	Positions Directly Supervised: None

Basic Function/Summary: This position is responsible for developing & coordinating a comprehensive volunteer recruitment and retention program to implement for fire fighters, of the Volunteer Fire Departments. This position will assist with projects and/ events to promote volunteer services; will provide clerical support as needed, including typing, filing, data entry, and providing requested forms and reports at the direction of a department member. This position is temporary in nature and intended to coincide with a program of higher education for one or more semesters.

Work Performed:

- *1. Researches, organizes, develops and implements volunteer recruitment policies for the various Volunteer Fire Departments within the Township.
- *2. Works with social, civic and local organizations to develop partnerships, where appropriate, to develop and/ or utilize volunteers.
- *3. Reports to the Director of Bureau of Fire on volunteer activities.
- *4. Reviews and updates records on all volunteers retained in (Firehouse) software.
- *5. Manages budget for recruitment activities, promotional items (i.e.: flyers, public events).
- *6. Represents the Township and Volunteer Fire Departments professionally and ethically when dealing with other agencies and organizations.
7. Performs other related duties as assigned.

*Essential duties

Education/Experience/Qualifications:

- Current college student studying in a program of Fire Science, Emergency Services, Community Relations, or related studies.
- Possess a valid Pennsylvania Driver's License
- Must be 18 years of age or older.

Competencies:

- Accountability/Dependability
- Attention to Detail
- Adaptability/Flexibility
- Communication: Listens to others and communicates in an effective manner (orally, written, presentation)
- Computer (literacy) Skills
- Customer Focus –commitment to serve the public; build and maintain customer satisfaction with the services offered by the Township; provides excellent service to the public.
- Problem Solving Skills
- Interpersonal/Collaborative Skills
- Mathematical Reasoning
- Organizational Skills
- Reading Comprehension
- Self-Management-initiative

Physical Requirements:

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 accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to talk or hear. The employee frequently is required to stand; walk; use hands to finger, handle or feel; and reach with hands and arms. This position will require mobility (sitting, standing, walking, bending, etc.) up to eight (8) hours a day in the setting. May lift/pull objects and materials of weight (15-35 pounds).

Work Environment:

This job operates in a professional office environment. This role routinely uses standard office equipment such as computers, phones, photocopiers, filing cabinets and fax machines.

Position Type and Expected Hours of Work:

This is a part-time, non-exempt, position. Approximately 30-40 hours a week, for approximately 12 weeks; Hours are flexible based on class schedule; typical days and hours vary Monday through Friday, May through August.

Compensation: \$12.30/hour

Other Duties:

Please note this job description is not designed to cover or contain comprehensive listing of activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities and activities may change at any time with or without notice.
