

**Carlisle Fire Department
Volunteer Position Description
Education and Outreach**

The role of the Education and Outreach volunteer is to provide community training, education and outreach which supports non firefighter operations. These volunteers provide critical services to provide prevention and safety education that support the work of firefighters and rescue volunteers in keeping the community safe. While these volunteers do not provide emergency services they are valued members of the fire company team.

Essential Functions:

- Coordinate and provide prevention and safety education workshops and displays in the community.
- Promote volunteer opportunities and speak to civic/business groups about the value of volunteer fire fighters as employees and community citizens.
- Assist with training events for fire company members.
- Provide support to community relations and publicity efforts.
- Take photos for publications of events and at fire/emergency scenes.
- Supports maintaining the fire station, equipment and grounds in a clean and orderly condition;
- Acquires and retains a thorough knowledge of the Borough and fire company operations.
- Performs various public information or education tasks;
- Performs all work duties and activities in accordance with Standard Operating Policies and Procedures;
- Works in a safe manner and reports unsafe activity and conditions.

Other Duties and Responsibilities:

- Develop and maintain public relations materials for the company.
- Maintain administrative equipment and offices.

Knowledge Skills and Abilities

Knowledge of:

- Training and education related to fire safety and emergency situation response;
- Fire company operational needs and volunteer responsibilities;
- Community, community groups, schools and organizations that would benefit from educational opportunities;
- Or the ability to gain knowledge of fire and rescue operations.

Ability to:

- Apply expert skills in prevention training and safety education;
- Speak and effectively share information in presentations;
- To work as a team with other volunteers to develop ideas and work on projects;
- Maintain a confidence and work on sensitive issues;

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- Meet deadlines;
- Communicate about the work they are doing.

Minimum Qualifications

- High school diploma or GED equivalency; and
- Must be at least 18 years of age at the time of application;
- Any equivalent combination of experience and training which provides the knowledge and abilities necessary to perform the work.

Essential Physical Abilities

- Capability to provide services with limited accommodation for vision, hearing or physical mobility.