

NON-RESPONSE VOLUNTEER

Supervisor: Chief Officers / Captains / Lieutenants
Supervision: None
Appointment by: Fire Chief

GENERAL STATEMENT OF DUTIES: Participates as a member in good standing with Keizer Fire District (KFD) and the Keizer Volunteer Firefighters Association (KVFA). Participate and assist KFD and KVFA with community events. Represent KFD and or KVFA in a positive and professional manner.

DISTINGUISHING FEATURES OF THE CLASS: The Non-Response Volunteer serves the KFD and KVFA by attending District and community events, providing public education, and supporting District operations. Individuals in this position work as a team member with other personnel to accomplish assigned goals, objectives, and follow the directions provided by Officers.

EXAMPLES OF ESSENTIAL FUNCTION: Support District operations in the event of a major alarm or natural disaster (i.e. earthquake, flood, etc.) May assist with clerical duties, transferring supplies/equipment, and/or other general support. The Non-Response Volunteer shall perform the essential functions as outlined below. However, these essential functions do not include all of the specific essential functions that a volunteer may be required to successfully perform.

1. Performs work in a courteous and helpful manner.
2. Promote a positive attitude, proper courtesy, proper conduct, and act in a responsible manner when participating in KFD/ KVFA events.
3. Provides clear, timely and accurate communications to District Officers.
4. Qualified volunteers may assist with the restoration of equipment and apparatus to in-service condition.
5. May drive District staff vehicles after completing the internal non-response driver training program.
6. Promotes injury prevention and safety whenever possible.
7. Assist with KFD community events, such as; Spring and Santa breakfast, National night out, KFD Open house, City of Keizer events, Neighborhood association events, Salem Keizer School District events, etc.
8. Install smoke and carbon monoxide alarms and detectors

9. Assist in distribution of fire prevention, education and recruitment information, in support of KFD/ KVFA.
10. Act and perform all work and assignments in accordance to Fire District policy, procedure or guidelines.

MINIMUM POSITION REQUIREMENTS:

- 18 years or old
- Complete the Non-Response Volunteer application
- Complete and pass the oral interview process
- Possess, maintain a valid Oregon driver's license
- Pass background investigation

This classification requires an understanding and ability to perform duties in the following areas: A volunteer in this classification must be able to communicate effectively both orally and in writing, and be able to work closely and effectively with the general public, business community, career employees and other volunteer members of the District.

PHYSICAL DEMANDS: The physical demands described here are representative of those that must be met by the Non-Response Volunteer member.

While performing the duties of this classification it is frequently required of the individual to walk, stand, climb stairs, use hands and fingers to handle and operate objects, small tools; reach with hands and arms, occasional sitting, climbing and balance are required, the ability to stoop, kneel, crouch, speak, hear. The ability to lift and/or move up to 10 pounds and occasionally lift and/or move up to 25 pounds.

WORK ENVIRONMENT: The work characteristics described here are representative of those a person in this classification encounters while performing the essential functions. While performing the duties of this position, the work is regularly performed outside and possibly in inclement weather.

This work includes exposure to local and seasonal weather conditions, sitting, standing, lifting, moving, delivering, distributing and communicating with staff and community members, of various ages and groups.