

# Volunteer Support Associate

## Job Description

### Basic Duties:

Volunteer position to support the functions of the local Polk County fire station. Assists in normal business duties such as record keeping, data entry, filing, and directing questions from the public to the appropriate party. May be utilized to provide security and staff radios and telephones at the station during emergency calls. Assists in the normal maintenance of the fire station and associated equipment as needed. May assist in fund raising, public education, or other special projects as needed.

### Optional Duties: (Depending upon training and qualifications)

May drive and operate some fire department vehicles and equipment in a **non-emergency** mode. Examples include driving apparatus to the maintenance division for service, refueling of vehicles, ferrying firefighters to and from an emergency scene, etc. May provide some basic medical assistance such as blood-pressure checks as needed. May provide fire safety and other related training and education to the general public.

### Minimum Qualifications:

At least 18 years old

No criminal record of a felony

### Minimum Training:

Must successfully complete an approved Infection Control training class

Must attend a Volunteer Orientation class within the first three (3) months of active duty