



Durango Fire Protection District

Volunteer Coordinator

NOW HIRING

JOB SUMMARY

The Volunteer Coordinator is an administrative/operations Captain in charge of the DFPD volunteer program. This position manages the daily operations of the DFPD volunteer program. Oversees and directly supervises and supports all Volunteer Company Officers and operates as the liaison between the volunteer contingent of the organization and all other divisions and departments.

ESSENTIAL FUNCTIONS

- Follow, support and embody the Mission, Values and Department expectations
- Serve as an advocate for the volunteers within the organization and support their needs by acting as the liaison between the volunteers and the other functions and divisions of the organization.
- Plan, organize, coordinate, implement, and actively teach or participate in the training activities and functions for the volunteer members of the organization.
- Provide leadership and supervision for the volunteer contingent of the organization through direct supervision of subordinate Volunteer Company Officers and interactively guide the volunteers of the organization to improve self and add value to the department and our profession.
- In coordination with the Administrative Battalion Chief be responsible for recruitment and retention of members to fill the needs and support of the volunteer program.
- Be readily available to respond to calls for service and emergency incidents when appropriate and needed.
- Understand that your work effort will be based upon the needs of the department and the volunteers you lead and manage. This will entail a flexible work schedule that will include days, evenings and weekends.

Please review the full job description, available at
<http://www.durangofire.org/divisions/human-resources.htm>

Compensation: The position is full-time, hourly, non-exempt with full benefits. Captain's pay salary range, starting at \$72,737 – plus or minus depending on what level of qualifications are met.





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APPLYING

To be considered for this position the following is due:

Monday, December 2, 2019 @ 1000.

- Completed Employment Application
 - Application available <http://www.durangofire.org/divisions/human-resources.htm>
- Resume
- Cover Letter, introducing and marketing yourself to this position
- Completed questionnaire
 1. Why are volunteers important to the fire service and what is their role?
 2. Please describe yourself as a leader and as a manager. Additionally, how would those that have worked for you describe you as a leader and as a manager?
 3. Please describe the most significant professional challenge and the most significant personal challenge you have confronted in the fire service. How did you address each of them?
 4. What motivates you? Why are you in the fire profession? How do you keep "fresh" and alert to innovation? Give us some examples of innovative measures you have implemented.

Completed packets should be returned to Human Resources Administrator, Megan Kunch; electronically at megan.kunch@durangofire.org.

