

ALBANY COUNTY FIRE DISTRICT 1

Job Description

SUPPORT MEMBER

DEFINITION

The Support Member position is designed to provide individuals within the community an opportunity to participate in the volunteer fire department in a non-responder role. It is a way for the Departments to utilize those individuals within the community that possess special non-emergency skills are of great benefit to the Department. The Support Volunteer assists and supports other Fire Department volunteers in non-firefighting duties. Examples of such duties could include, but are not limited to:

- Grant Writing
- Fundraising Campaigns
- Logistic Support
- Fire Station Maintenance
- Clerical Support
- Apparatus/Equipment Maintenance
- Photography
- Community Outreach/Social Media

These examples are not limited to the above – the key is that the position should be beneficial to the specific support needs of the Fire Department, and are within the experience, skills, and passion of the individual.

SUPERVISION EXERCISED

Support Members do not exercise any operational supervision.

Support Members should be supervised by the Department Chief or an assigned delegated supervisor.

EXAMPLES OF IMPORTANT AND POSSIBLE DUTIES

Perform duties and responsibilities as assigned by the Fire Chief or designee. If assigned duties are outside the skillset, ability, or desire the refusal of the order with an explanation is appropriate. Support Members shall not enter the hot or warm zone of any emergency incident or training exercise (cold zone only). Support members on the scene of an emergency or training exercise should have an assigned supervisor present who is responsible for their safety and well-being.

JOB RELATED AND OPTIONAL QUALIFICATIONS

Knowledge of:

The specific assigned support duties of the member.

Department and Albany County Fire District 1 rules and regulations.

Skill to:

Perform assigned support duties.

Ability to:

Follow direction of supervisors.

Learn, interpret, and apply the policies, procedures, laws, codes, and regulations pertaining to assigned programs and functions.

Understand and follow oral and written directions promptly and accurately.

Exercise good judgment, flexibility, creativity, and sensitivity in response to changing situations and needs.

Communicate clearly and concisely, both orally and in writing.

Establish, maintain, and foster positive and harmonious working relationships with those contacted in the course of work.

Experience and Training Guidelines:

Optional Experience:

No experience is required.

Optional Training:

Specialized support training may be required at the sole discretion of the Department Chief.