

# **CITY OF NEW AUBURN JOB DESCRIPTION**

**POSITION TITLE:** Volunteer First Responder

**SUPERVISOR:** Fire Chief

**PRIMARY OBJECTIVE OF POSITION:**

The primary objective of this position is to perform emergency aid, rescue, and back up the volunteer fire department on any call.

**RESPONSIBILITIES:**

- ◆ Perform first responder activities including driving the rescue van.
- ◆ Performs emergency aid activities including administering first aid and providing other assistance as required.
- ◆ Participates in fire and medical drills and classes in medical training and related subjects.
- ◆ Maintains medical equipment, apparatus and facilities and performs minor repairs to equipment.
- ◆ Assists in developing plans for special assignments such as emergency preparedness and training programs.
- ◆ Presents programs to the community on safety topics.
- ◆ Performs other duties as apparent or as delegated.

**KNOWLEDGE, SKILLS AND ABILITIES:**

- ◆ Working knowledge of driver safety; working knowledge of first aid.
- ◆ Ability to learn to apply standard emergency aid.
- ◆ Ability to perform strenuous physical activity.
- ◆ Ability to follow verbal and written instructions.
- ◆ Ability to communicate effectively orally and in writing.

**EDUCATION AND EXPERIENCE:**

- ◆ High school diploma or GED equivalent.