

**POSITION DESCRIPTION –FIRE PREVENTION EDUCATOR–
VOLUNTEER/CAREER**

Purpose:

The purpose of this standard operating guideline is to specify the duties and responsibilities for a Fire Prevention Educator with the Burlington Fire Protection District. The incumbent is responsible for teaching, demonstrating, lecturing, and participating in the public education functions of the Fire Department. Duties include: participating in instruction of the public at public education training activities; evaluating program effectiveness; recommending equipment and public education supply purchases; researching, evaluating, and developing new programs and presentations regarding public safety education; working with computer programs; assist in setting organizational goals; assists in development of public education related policies and procedures. The Fire Prevention Educator is a stand-alone classification and is distinguished from all other fire classifications by the primary responsibility of prevention education operations.

Supervision Received:

This individual works under the direct supervision of the Fire Prevention Education Officer.

Supervision Exercised:

None.

Essential Duties and Responsibilities:

- A. Participate and instruct prevention education activities including fire station tours, fire crew/apparatus visits to off site locations, and prevention educator visits and presentations, and special projects.
- B. Assist in the development of specific Burlington Fire Protection District prevention education and marketing materials for distribution as needed
- C. Complete accurate reports and records regarding prevention education sessions.
- D. Identifies skills development needs and reports training and professional development program needs to the Fire Prevention Education Officer.
- E. Occasionally observe and interact with combat fire personnel during training sessions to remain current with firefighting operations for the purpose of educating our customers.
- F. Carries out the annual fire prevention education plan with assistance as needed.
- G. Contributes to development of county-wide fire prevention education initiatives and policies.
- H. Keeps abreast of education trends and practices.
- I. Maintains and fosters relationships with other educational entities such as the Boone County Public Schools, private and parochial schools, and pre-schools or other child education venues.
- J. May on rare occasions report to emergency scenes under close direction and supervision of the Fire Chief or the Fire Prevention Education Officer for the purpose of observing, photographing, and maintaining combat operation awareness.
- K. Assists Training Officer and Lieutenants in instructing fire prevention education training classes.
- L. Other duties/responsibilities as assigned by the Fire Prevention Education Officer.

Peripheral Duties:

- A. Interacts with, supports, and assists members as directed within the chain-of-command.

Minimum Qualifications:

- A. High school graduate or GED equivalent; prefer college degree with emphasis in education.
- B. First Aid / CPR certified.
- C. Possess a valid driver's license.
- D. Clean driving record for the previous two years.

Minimum Requirements:

- A. Residency within the Burlington Fire Protection District or within Boone County is desired.
- B. Must be a citizen of the United States of America.
- C. Minimum age requirement is 18 years of age.
- D. Must be able to speak, read, and write the English language.

Selection Guidelines:

May include any or all of the following: Formal application; written test; practical skills examination; physical ability test; oral examination; background/driver's license verification and check; hiring list; offer of membership; post-offer physical examination, including drug screen.

Tools and Equipment Used:

Personal computer; projector; demonstration props; fax machine; telephone.

Physical Demands:

The physical demands described here are representative of those that must be met by any member to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the member is frequently required to stand; sit; walk; talk or hear; use hands to finger, handle, or operate objects, tools, controls; and reach with hands and arms. The member is frequently required to climb or balance; stoop, kneel, crouch, or crawl; and taste or smell. Specific vision abilities required by this job include close, distance, color, and peripheral vision, depth perception, and the ability to adjust focus.

Work Environment:

The work environment characteristics described here are representative of those a member encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. Work is performed primarily in office, vehicle, and outdoor settings; in all weather conditions, including temperature extremes; during day and night shifts.