

## AVFRD ADMINISTRATIVE JOB DESCRIPTION FORM

Complete the form below. Boxes will expand as necessary when typing.

**Job Title:** R&R Chair

**Purpose of Job:** To enact and oversee programs to recruit new volunteers and retain current members of AVFRD.

**Duties and Responsibilities:** List duties in order of importance, the interval in which the duty is performed (daily, monthly, annually, which specific months, etc), and the percentage of time spent on each duty. Add rows as necessary.

Duty/Responsibility/Task	Interval	% of time
1. Represent AVFRD on the Loudoun County Fire and Rescue Volunteer Recruitment and Retention Committee.	Monthly	10%
2. Oversee recruitment campaign, inclusive of recruiting events and materials (brochure, video, web)	Ongoing	30%
3. Oversee activities to retain current members, including events, prizes and a recognition program	Ongoing	30%
4. Develop and oversee surveys and reports to gather statistics to assist with recruitment and retention efforts (demographics, motivations, new recruits, exit surveys, freshers)	Ongoing	25%
5. Manage budget	Ongoing	5%
6.		
7.		
8.		

**Expectations regarding number of hours and times:** Can work from home. Hours are flexible.

**Qualifications –** List any special considerations or requirements in the following categories.

**Physical Demands:**

**Skills/Knowledge** (computer, machinery, typing):

**Other Requirements:** (Length of service with department (such as to handle money) or other special requirements: Organized. Problem solver. Leadership. Decision maker. Team player. Good verbal and written communication skills. Ability to multitask, think outside the box. Ability to work with all types of people and manage several components.

**Does this job supervise others?** ☒ Yes ☐ No

**If so, how many people?** 5-10

**Prepared By:**

**Date:** 07.21.2010

## AVFRD ADMINISTRATIVE JOB DESCRIPTION FORM

Complete the form below. Boxes will expand as necessary when typing.

**Job Title:** Recruitment Activity Coordinator

**Purpose of Job:** Schedule recruitment activities/events for Saturday duty crews and for Admin members.

**Duties and Responsibilities:** List duties in order of importance, the interval in which the duty is performed (daily, monthly, annually, which specific months, etc), and the percentage of time spent on each duty. Add rows as necessary.

Duty/Responsibility/Task	Interval	% of time
1. Work with Chair of Stand By/Community Outreach/Social Hall Scheduling to coordinate recruiting activities at community events that have asked for an AVFRD presence	Ongoing	25%
2. Work with R&R Chair to develop recruiting schedule and list of businesses where AVFRD could hold recruiting events	Ongoing	10%
3. Contact area businesses to schedule recruiting events	Ongoing	30%
4. Liaison with duty crew officers and Admin Chair to ensure recruiting activities are adequately staffed and to communicate event details	Ongoing	25%
5. Ensure representatives have the needed recruiting materials prior to event	Ongoing	10%
6.		
7.		
8.		

**Expectations regarding number of hours and times:** Most initial contact will need to be made during daytime working hours. Other tasks can be done during the evening or weekends.

**Qualifications –** List any special considerations or requirements in the following categories.

**Physical Demands:**

**Skills/Knowledge** (computer, machinery, typing):

**Other Requirements:** (Length of service with department (such as to handle money) or other special requirements: Organized. Good verbal and written communication skills. Pleasant phone demeanor. Need to be aware of community activities AVFRD is participating in. Proactive.

**Does this job supervise others?** ☐ Yes ☒ No

**If so, how many people?**

**Prepared By:**

**Date:** 07.21.2010

## AVFRD ADMINISTRATIVE JOB DESCRIPTION FORM

Complete the form below. Boxes will expand as necessary when typing.

**Job Title:** Recruitment Brochure Coordinator

**Purpose of Job:** Manage the distribution and tracking of Operational and Admin recruitment brochures at local businesses. Manage overall inventory of brochures.

**Duties and Responsibilities:** List duties in order of importance, the interval in which the duty is performed (daily, monthly, annually, which specific months, etc), and the percentage of time spent on each duty. Add rows as necessary.

Duty/Responsibility/Task	Interval	% of time
1. Work with R&R Chair to develop list of businesses where AVFRD could place recruitment brochures	Ongoing	10%
2. Contact local businesses to get approval to place brochures at store	Ongoing	20%
3. Visit approved businesses to place brochures	Ongoing	15%
4. Revisit businesses on quarterly basis to refill brochure holders or move to another location	Ongoing	30%
5. Track businesses where brochures have been placed, number, and date of placement; number taken, date of refill, etc	Ongoing	15%
6. Manage inventory of brochures at AVFRD and notify R&R chair in advance if additional need to be printed	Ongoing	10%
7.		
8.		
9.		

**Expectations regarding number of hours and times:** Most initial contact will need to be made during daytime working hours. However evening hours are also possible. Visits to businesses will depend on their hours of operation.

**Qualifications –** List any special considerations or requirements in the following categories.

**Physical Demands:** Driving and walking are involved

**Skills/Knowledge** (computer, machinery, typing): Excel

**Other Requirements:** (Length of service with department (such as to handle money) or other special requirements: Organized. Good verbal and written communication skills. Pleasant phone demeanor.

**Does this job supervise others?** ☐ Yes ☒ No

**If so, how many people?**

**Prepared By:**

**Date:** 07.21.10

## AVFRD ADMINISTRATIVE JOB DESCRIPTION FORM

Complete the form below. Boxes will expand as necessary when typing.

**Job Title:** R&R – Prizes, Awards, and Recognition Manager

**Purpose of Job:** Develop internal AVFRD recognition program. Research recognition awards applicable to AVFRD members and nominate members. Work with Sponsorship Working Group to obtain prizes to use in various retention efforts.

**Duties and Responsibilities:** List duties in order of importance, the interval in which the duty is performed (daily, monthly, annually, which specific months, etc), and the percentage of time spent on each duty. Add rows as necessary.

Duty/Responsibility/Task	Interval	% of time
1. Work with R&R Chair to develop internal recognition program.		15%
2. Oversee AVFRD recognition program.		50%
3. Research external recognition awards applicable to AVFRD members (e.g. Valor Awards) and lead nomination process efforts.		20%
4. Coordinate prizes as needed for various retention efforts		15%
5.		
6.		
7.		
8.		
9.		
10.		

**Expectations regarding number of hours and times:** Can work from home. Hours are flexible

**Qualifications –** List any special considerations or requirements in the following categories.

**Physical Demands:**

**Skills/Knowledge** (computer, machinery, typing):

**Other Requirements:** (Length of service with department (such as to handle money) or other special requirements: Organized. Leadership. Team player. Good verbal and written communication skills. Creative.

**Does this job supervise others?** ☐ Yes ☒ No

**If so, how many people?**

**Prepared By:**

**Date:** 07.21.2010

## AVFRD ADMINISTRATIVE JOB DESCRIPTION FORM

Complete the form below. Boxes will expand as necessary when typing.

**Job Title:** Retention Event Planner

**Purpose of Job:** Organize and execute activities, entertainment, food, and staffing for internal appreciation events for members and their families. Event ideas include, but are not limited to: summer picnic, Christmas party, and Saturday duty crew family days.

**Duties and Responsibilities:** List duties in order of importance, the interval in which the duty is performed (daily, monthly, annually, which specific months, etc), and the percentage of time spent on each duty. Add rows as necessary.

Duty/Responsibility/Task	Interval	% of time
1. Work with R&R Chair to develop event concept and budget		10%
2. Develop and oversee overall plan/concept – food, entertainment, activities, staffing, prizes, etc.		85%
3. Communicate event to AVFRD members		5%
4.		
5.		
6.		
7.		
8.		
9.		
10.		

**Expectations regarding number of hours and times:** Can work from home. Hours are flexible

**Qualifications –** List any special considerations or requirements in the following categories.

**Physical Demands:**

**Skills/Knowledge** (computer, machinery, typing):

**Other Requirements:** (Length of service with department (such as to handle money) or other special requirements: Organized. Problem solver. Leadership. Decision maker. Team player. Good verbal and written communication skills. Must be able to anticipate project needs, discern work priorities, and meet deadlines with little supervision or direction. Ability to multitask, think outside the box.

**Does this job supervise others?** ☒ Yes ☐ No

**If so, how many people?** 5-10

**Prepared By:**

**Date:** 07.21.2010

## AVFRD ADMINISTRATIVE JOB DESCRIPTION FORM

Complete the form below. Boxes will expand as necessary when typing.

**Job Title:** R&R Survey Coordinator

**Purpose of Job:** Write and conduct surveys that will provide statistics about AVFRD membership, including demographics (age, family, etc) and motivations of members and exit surveys. Analyze data and provide reports to help with recruitment and retention efforts as well as provide statistics for grant submissions.

**Duties and Responsibilities:** List duties in order of importance, the interval in which the duty is performed (daily, monthly, annually, which specific months, etc), and the percentage of time spent on each duty. Add rows as necessary.

Duty/Responsibility/Task	Interval	% of time
1. Work with R&R chair to determine the types of surveys needed and frequency to conduct.		10%
2. Develop survey questions		30%
3. Conduct surveys of membership		30%
4. Conduct exit surveys		20%
5. Produce reports based on survey results		10%
6.		
7.		
8.		
9.		
10.		

**Expectations regarding number of hours and times:** Most work can be done offsite of AVFRD during evening hours, if needed.

**Qualifications –** List any special considerations or requirements in the following categories.

**Physical Demands:**

**Skills/Knowledge** (computer, machinery, typing): Ideally, will have knowledge of writing survey questions and conducting surveys to be most effective.

**Other Requirements:** (Length of service with department (such as to handle money) or other special requirements: Strong verbal and written communication skills.

**Does this job supervise others?** ☐ Yes ☒ No

**If so, how many people?**

**Prepared By:**

**Date:** 07.21.2010

## AVFRD ADMINISTRATIVE JOB DESCRIPTION FORM

Complete the form below. Boxes will expand as necessary when typing.

**Job Title: Operational Membership and VRS chairman**

**Purpose of Job:**  
to process all operational recruit applications and monitor VRS training

<b>Duties and Responsibilities:</b> List duties in order of importance, the interval in which the duty is performed (daily, monthly, annually, which specific months, etc), and the percentage of time spent on each duty. Add rows as necessary.		
Duty/Responsibility/Task	Interval	% of time
1. <b>Prospective Member Meetings</b> – conduct meeting and make sure applications and county paperwork are complete; do <b>first readings</b> at co. meeting; set up meeting for Junior Applicants w/ Capt. Piatt. Check w/ Chiefs re “fast track” applicants	monthly	
2. <b>Process Application</b> – create file, conduct background and driving history checks, call employment (current and past) and references. Make sure Jr. Applicants get grades, letters, essay in.	daily	
3. Present completed files to <b>BOD</b> for vote into Probationary membership status	bimonthly	
4. Set up <b>VRS schedule</b> - work w/ training officer to make sure all classes have instructors. Make sure physical exam results are in and note in file	monthly	
5. Prepare <b>recruit lists</b> for Gear issue, duty crew choices, avfrd secretary info, Bart Stevens (avfrd.net)	monthly	
6. <b>Monitor VRS</b> – make sure physical exam results are in; Help present Ashburn Orientation session. Process County Orientation TDTR's. Administer written VRS test.	Monthly - daily	
7. <b>Distribute</b> red shirts, shoe certificates, probie manuals, decals to those who pass	monthly	
8. Make <b>manuals</b> - Operational and (currently) admin		
9. Set up <b>county paperwork packets</b> for PMM adding Ashburn-specific papers	monthly	
10. Monitor and respond to <b>inquiries</b> from our website and county – enter into database. Destroy inquiries/files more than 1 year old.	daily	
11. Turn files over to paid secretary to create mail	monthly	

folders, personnel files; send appropriate papers to county, turn over appropriate certificates to Asst. Secretary for training files.		
12. Attend Admin meetings as necessary	monthly/bimonthly	
13. Participate in events - Membership Table	as needed	

**Expectations regarding number of hours and times: averages about 1 1/2 hrs per day – probably – had 549 hours not county co mtg.**

**Qualifications** – List any special considerations or requirements in the following categories.

**Physical Demands:** none

**Skills/Knowledge** (computer, machinery, typing): some computer and typing, organization, patience, public speaking for PMM and Orientation)

**Other Requirements:** (Length of service with department (such as to handle money) or other special requirements: a **year at minimum** – dealing w/ SSN's and other sensitive data

**Does this job supervise others?** x Yes No potentially

**If so, how many people?** One other

**Prepared By:**

**Date – 2/21/2010**



## AVFRD ADMINISTRATIVE JOB DESCRIPTION FORM

Complete the form below. Boxes will expand as necessary when typing.

**Job Title: Administrative Membership Chairman**

**Purpose of Job: To receive and reply to all Admin candidate inquiries; conduct interviews; process applications and conduct reference calls; effectively match and place candidates into appropriate open positions; and mentor and train new Admin members to become contributing members of the AVFR Department.**

<b>Duties and Responsibilities:</b> List duties in order of importance, the interval in which the duty is performed (daily, monthly, annually, which specific months, etc), and the percentage of time spent on each duty. Add rows as necessary.		
<b>Duty/Responsibility/Task</b>	<b>Interval</b>	<b>% of time</b>
1. Receive and reply to all initial Admin volunteer inquiries	Daily, as needed	
2. Conduct interview for all prospective Admin volunteer members	Daily, as needed	
3. Steer appropriate candidates to attend monthly Prospective Member Meeting(PMM)	Daily, as needed	
4. Attend PMM; interview any Admin members not previously interviewed; oversee completion of application; provide first reading list for monthly Company Meeting	Monthly	
5. Process Application. Create file; conduct background check and initiate DMV driving record checks; conduct employment and reference calls;	Daily, as needed	
6. Present completed files to BOD for vote into probationary member status	Bi-Monthly	
7. Ensure new Admin Probationary members are aware of VRS schedule to attend classes as needed or desired	Monthly	
8. Maintain and update as needed Admin manual; distribute to new Probationary Admin members and review with them as needed	Monthly	
9. Turn files over to Jeanette to have folders created	Monthly	
10. Work with Recruitment and Retention to ensure Admin process works within the boundaries; monitor 'Refresh Rate' and work to reduce	Monthly	
11. Develop templates to conduct Admin Member candidate interviews and reference calls	One time – update as needed	
12. Ensure ongoing training and mentoring of new Admin Probationary members, as needed	Ongoing	
13. Ensure document processes reflect updated process and maintain manual current	One-time, ongoing as needed	

**Expectations regarding number of hours and times:** Unsure. Estimate 200 hours

**Qualifications** – List any special considerations or requirements in the following categories.

**Physical Demands:**None

**Skills/Knowledge** (computer, machinery, typing): Comfortable speaking at PMM or Admin meetings, calling employment and references; some typing; organization

**Other Requirements:** (Length of service with department (such as to handle money) or other special requirements: 6 months minimum, probationary period completion

**Does this job supervise others?** ☒ Yes ☐ No

**If so, how many people?** Potentially one back-up role who could back-up Admin or Operational Chairman as needed

**Prepared By:**

**Date:** March 4, 2010

## AVFRD ADMINISTRATIVE JOB DESCRIPTION FORM

Complete the form below. Boxes will expand as necessary when typing.

**Job Title:** Open House Chair

**Purpose of Job:** To plan and manage AVFRD's twice yearly open houses. Spring open house in May honors our EMS personnel and Fall open house in October honors our fire fighters. This is a community outreach and education event.

<b>Duties and Responsibilities:</b> List duties in order of importance, the interval in which the duty is performed (daily, monthly, annually, which specific months, etc), and the percentage of time spent on each duty. Add rows as necessary.		
Duty/Responsibility/Task	Interval	% of time
1. Develop overall plan	5 month prior	Major
2. Develop Community Ed program	4-5 months prior	Major
3. Develop and track budget	Constant	Minor
4. Seek event sponsors/create sponsor banners	1-5 months prior	Major
5. Request County Support	4-5 months prior	Minor
6. Develop open house entertainment	4-5 months prior	Minor
7. Develop event printed materials/advertising	2-3 months prior	Major
8. Develop and monitor event staffing	2 months prior	Minor
9. Develop event map	1 month prior	Minor
10. Set meeting schedule	1-4/month	Minor
11. Develop ICS forms	1 month prior	Minor
12. Develop set-up/clean-up logistics plan	1 month prior	Minor
13. Coordinate hot wash/lessons learned	2-3 weeks following	Minor
14. Coordinate thank you letters	1-2 weeks following	Minor

**Expectations regarding number of hours and times:** 50-100/open house. Hours are flexible but will require daytime and evening availability.

**Qualifications** – List any special considerations or requirements in the following categories.

**Physical Demands:**

**Skills/Knowledge** (computer, machinery, typing): Writing skills are very helpful. Must be responsive to email.

**Other Requirements:** (Length of service with department (such as to handle money) or other special requirements: Need to handle money. Will need to identify workers and delegate responsibility.

**Does this job supervise others?** x Yes No

**If so, how many people?** 50

**Prepared By**

**Date:** 7-19-10

## AVFRD ADMINISTRATIVE JOB DESCRIPTION FORM

Complete the form below. Boxes will expand as necessary when typing.

**Job Title:** Website Administrator

**Purpose of Job:**

1. Maintain Website pages as events change.
2. Maintain and service PayPal accounts for webpages
3. Maintain and Service ProPay account for processing credit cards for events as needed.

**Duties and Responsibilities:** List duties in order of importance, the interval in which the duty is performed (daily, monthly, annually, which specific months, etc), and the percentage of time spent on each duty. Add rows as necessary.

Duty/Responsibility/Task	Interval	% of time
1. Website Maintenance and Updates	Monthly	70
2. Propay Credit Card Processing	Monthly	15
3. PayPal Account Maintenance	Monthly	15
4.		
5.		
6.		
7.		
8.		

**Expectations regarding number of hours and times:** 5-10 hours/month (?????)

**Qualifications** – List any special considerations or requirements in the following categories.

Knowledge of Cold Fusion programming  
Knowledge of HTML/CSS Web Development  
Knowledge of PayPal Programming for Web Development  
Knowledge of physical page directory structures

**Physical Demands:** None

**Skills/Knowledge** (computer, machinery, typing):

Computers, typing, programmings, web development

**Other Requirements:** (Length of service with department (such as to handle money) or other special requirements:

**Does this job supervise others?** Yes No

**If so, how many people?**

**Prepared By:**

**Date:** 26 July 24, 2010

## AVFRD ADMINISTRATIVE JOB DESCRIPTION FORM

Complete the form below. Boxes will expand as necessary when typing.

**Job Title:** Administrative Committee Chair

**Purpose of Job:** Coordinate the activities of the Administrative Members of AVFRD, including working groups, fundraising and community outreach events. Serve as the liaison between the President and Admin Group, identifying needs of the Department that Admin members can participate in and lead. Monitor the overall health and well-being of the Admin Group and its members.

<b>Duties and Responsibilities:</b> List duties in order of importance, the interval in which the duty is performed (daily, monthly, annually, which specific months, etc), and the percentage of time spent on each duty. Add rows as necessary.		
Duty/Responsibility/Task	Interval	% of time
1. Work with President to determine goals and priorities for year.	December for following year (after elections)	
2. Continue to liaison with President to identify any changing needs, goals and priorities and report updates, successes, issues, etc.	Ongoing	
3. Work with committee, working group and event chairs to identify needs, jobs, budgets, and goals, to help meet those objectives and goals, and help resolve any issues or impediments that may arise.	Ongoing	
4. Manage job and task descriptions, making sure they are created and updated as necessary.	Ongoing; annual review	
5. Coordinate sign-up of Admin members to jobs and tasks; assign as necessary; Work with Administrative Membership Chair to get new Admin members involved and placed.	Ongoing	
6. Assist with training any new Admin members as needed.	Ongoing	
7. Hold and preside over Admin Member meetings	Ongoing	
8. Work with R&R Chair to identify Admin recruiting needs, methods, etc.	Ongoing	
9. Provide reports at monthly Department Membership Meeting, as needed	Monthly	
10. Keep a pulse on Admin Members to ensure they are having their needs met, enjoying their involvement, etc.	Ongoing	

**Expectations regarding number of hours and times:** While most work can be done in the evening and offsite of AVFRD, some daytime hours may be necessary and a healthy presence at AVFRD is recommended.

**Qualifications** – List any special considerations or requirements in the following categories.

**Physical Demands:**

**Skills/Knowledge** (computer, machinery, typing): Need to use spreadsheets, email, word processing, possible powerpoint

**Other Requirements:** (Length of service with department (such as to handle money) or other special requirements: Organized. Problem solver. Leadership. Decision maker. Team player. Good verbal and written communication skills. Good listener. Must be able to anticipate needs, discern work priorities, and meet deadlines with little supervision or direction. Ability to multitask, think outside the box. Ability to work with all types of people and manage a large number of people and components.

**Does this job supervise others?** Yes No

**If so, how many people?** 20-100

**Prepared By:**

**Date:** 07.22.2010

# AVFRD BUILDING COMMITTEE CHAIRMAN JOB DESCRIPTION FORM

Complete the form below. Boxes will expand as necessary when typing.

**Job Title:** Building Committee Chairman

**Purpose of Job:** To oversee the maintenance of AVFRD buildings.

<b>Duties and Responsibilities:</b> List duties in order of importance, the interval in which the duty is performed (daily, monthly, annually, which specific months, etc), and the percentage of time spent on each duty. Add rows as necessary.		
<b>Duty/Responsibility/Task</b>	<b>Interval</b>	<b>% of time</b>
1. Walk through the facilities and maintain a list of all things that are broken or need to be repaired, electrical, plumbing, etc	Weekly	
2. Request repair estimates if necessary	As necessary	
3. Schedule repair appointments, meet the contractors, provide any necessary support and inspect their work when complete.	As necessary	
4. Respond to complaints of items not working	As necessary	
5. Be the point of contact for emergency repair requests and schedule emergency repairs	As necessary	
6. Report on the facilities monthly at the Membership meeting	Monthly	

**Expectations regarding number of hours and times:** 1 hour per week for a walk through and any hours required when dealing with repairs.

**Qualifications** – List any special considerations or requirements in the following categories.

**Physical Demands:** Minor lifting, average range of motion

**Skills/Knowledge** (computer, machinery, typing): An understanding of mechanical, electrical, and plumbing systems.

**Other Requirements:** (Length of service with department (such as to handle money) or other special requirements: Volunteer must be a member who has been voted in to membership by the department (no longer probationary). Organized. Decision maker. Good verbal and written communication skills. Able to follow directions. Pleasant phone demeanor.

**Does this job supervise others?** Yes No

**If so, how many people?** Maximum of two assistants

**Prepared By:**

**Date:** 07.18.2010

## AVFRD ADMINISTRATIVE JOB DESCRIPTION FORM

Complete the form below. Boxes will expand as necessary when typing.

**Job Title:** Canteen

**Purpose of Job:** Keep the firefighters and rescue personnel on the scene of a major incident hydrated in order for them to continue their task at hand.

**Duties and Responsibilities:** List duties in order of importance, the interval in which the duty is performed (daily, monthly, annually, which specific months, etc), and the percentage of time spent on each duty. Add rows as necessary.

Duty/Responsibility/Task	Interval	% of time
1. Available any time of day or night		Any
2. Respond to Station 6 whenever called to respond		Any
3. Assist in preparing coolers and snacks for call; load Serv		Any
4. Manage inventory of canteen supplies		
5.		
6.		
7.		
8.		
9.		
10.		

**Expectations regarding number of hours and times:** 3 or more hours on scene

**Qualifications** – List any special considerations or requirements in the following categories.

**Physical Demands:** Lift coolers with drinks and ice – 60 lbs or more (usually done among 2 people)

**Skills/Knowledge** (computer, machinery, typing): Must have EVOC 1, Knowledge of Ashburn area and surrounding areas

**Other Requirements:** (Length of service with department (such as to handle money) or other special requirements:

Able to work around loud noise and in any conditions

**Does this job supervise others?** ☐ Yes ☒ No

**If so, how many people?**

**Prepared By:**

**Date:** 07.26.2010



## AVFRD ADMINISTRATIVE JOB DESCRIPTION FORM

Complete the form below. Boxes will expand as necessary when typing.

**Job Title:** Daytime Assistant

**Purpose of Job:** Answer phones and greet any visitors to station. Assist AVFRD President, Secretary, Chiefs, or paid secretary as needed with various tasks, including scanning, copying, data entry, filing, and running reports.

<b>Duties and Responsibilities:</b> List duties in order of importance, the interval in which the duty is performed (daily, monthly, annually, which specific months, etc), and the percentage of time spent on each duty. Add rows as necessary.		
<b>Duty/Responsibility/Task</b>	<b>Interval</b>	<b>% of time</b>
1. Answer phones, take messages, and greet any visitors to the station.		
2. Data entry of supporter/donation information from Photo Fund Drive and President's Letter and coordination of thank you letters	Heaviest Feb-July and Oct-Dec	
3. Assist with other data entry projects, scanning copying, filing and running reports as needed/requested.		
4. Meet vendors (repairmen) who come to work at the station.		
5.		
6.		

**Expectations regarding number of hours and times:** All work must be done at the station between the hours of 8 am and 6 pm. Ideally, would be willing to commit to at least two 4-hour shifts per week.

**Qualifications** – List any special considerations or requirements in the following categories.

**Physical Demands:** Lots of time in front of a computer or filing papers. Paper cuts are probable.

**Skills/Knowledge** (computer, machinery, typing): Excel and word skills; operating of scanner, copier, printer

**Other Requirements:** (Length of service with department (such as to handle money) or other special requirements: Volunteer must be a member who has been voted in to membership by the department (no longer probationary). Organized. Decision maker. Good verbal and written communication skills. Able to follow directions. Pleasant phone demeanor.

**Does this job supervise others?** Yes No

**If so, how many people?**

**Prepared By:**

**Date:** 07.17.2010

## AVFRD ADMINISTRATIVE JOB DESCRIPTION FORM

Complete the form below. Boxes will expand as necessary when typing.

**Job Title:** Event Advertising Canvasser

**Purpose of Job:** Hang event fliers in local business windows to advertise AVFRD's major events.

<b>Duties and Responsibilities:</b> List duties in order of importance, the interval in which the duty is performed (daily, monthly, annually, which specific months, etc), and the percentage of time spent on each duty. Add rows as necessary.		
<b>Duty/Responsibility/Task</b>	<b>Interval</b>	<b>% of time</b>
1. Visit local businesses (assigned by strip mall/area) to request and hang fliers in windows, on bulletin boards ,etc.	One month prior to major event	
2.		
3.		
4.		
5.		
6.		
7.		
8.		
9.		
10.		

**Expectations regarding number of hours and times:** Work can be done during daytime and evening hours.

**Qualifications –** List any special considerations or requirements in the following categories.

**Physical Demands:** Walking is required.

**Skills/Knowledge** (computer, machinery, typing):

**Other Requirements:** (Length of service with department (such as to handle money) or other special requirements: Pleasant demeanor. Good verbal communication skills. Scotch tape required.

**Does this job supervise others?** Yes No

**If so, how many people?**

**Prepared By:**

**Date:** 07.22.2010

## AVFRD ADMINISTRATIVE JOB DESCRIPTION FORM

Complete the form below. Boxes will expand as necessary when typing.

**Job Title:** Graphic Designer

**Purpose of Job:** Design and develop materials (flyers, brochures, pamphlets, logos, newspaper ads) to aid in recruitment efforts, event advertising, sponsorship endeavors, and other activities. Content and pictures will be provided. Can work from home. Hours are flexible, but must meet deadlines.

<b>Duties and Responsibilities:</b> List duties in order of importance, the interval in which the duty is performed (daily, monthly, annually, which specific months, etc), and the percentage of time spent on each duty. Add rows as necessary.		
Duty/Responsibility/Task	Interval	% of time
1. Develop logos for community outreach and fundraising events (~10 events per year)	Nov-Dec for use during following year	5 hours
2. Design fliers to advertise events	Monthly (approx)	3-5 hours
3. Design collateral materials for events as needed (e.g. Open House Passport to Safety, Open House signs, Santa Parade Route, Haunt t-shirts)	Monthly (approx)	3-5 hours
4. Design monthly Fireline ad to promote events	Monthly	1-2 hours
5. Design sponsorship brochure/pamphlet	Nov-Dec for use during following year	5-10 hours
6. Resize pictures and images for website use	Monthly	1-2 hours
7. Design recruitment materials	As needed	5-10 hours
8.		
9.		
10.		

**Expectations regarding number of hours and times:** Can work from home. Hours are flexible, but must meet deadlines. See above for approximate times and hours.

**Qualifications** – List any special considerations or requirements in the following categories.

**Physical Demands:** N/A

**Skills/Knowledge** (computer, machinery, typing): Ability to work with graphic design software and file formats usable by a professional printer.

**Other Requirements:** (Length of service with department (such as to handle money) or other special requirements: N/A

**Does this job supervise others?** Yes No

**If so, how many people?**

**Prepared By:**

**Date:** 03.08.2010

## AVFRD ADMINISTRATIVE JOB DESCRIPTION FORM

Complete the form below. Boxes will expand as necessary when typing.

**Job Title:** Merchandise Table Coordinator

**Purpose of Job:**

Manage merchandise that AVFRD sells to public. Set up and staff merchandise sales table at AVFRD events.

**Duties and Responsibilities:** List duties in order of importance, the interval in which the duty is performed (daily, monthly, annually, which specific months, etc), and the percentage of time spent on each duty. Add rows as necessary.

Duty/Responsibility/Task	Interval	% of time
1. Set up and staff merchandise sales table at AVFRD events	Each Event	Varies
2. Keep accurate record of merchandise sales in order to manage inventory	Each Event	Varies
3. Order merchandise as needed	As Needed	Varies
4. Provide reports of sales to Admin Chairs and Committee	Monthly	Varies
5.		
6.		
7.		
8.		
9.		
10.		

**Expectations regarding number of hours and times:** Varies with each event

**Qualifications –** List any special considerations or requirements in the following categories.

**Physical Demands:**

Lifting and moving of table and chairs and merchandise

**Skills/Knowledge** (computer, machinery, typing):

Credit card machine knowledge helpful – training provided

**Other Requirements:** (Length of service with department (such as to handle money) or other special requirements:

Need to handle money -

**Does this job supervise others?** Yes No

**If so, how many people?** 2 or 3

**Prepared By:**

**Date:** 7/23/2010

## AVFRD ADMINISTRATIVE JOB DESCRIPTION FORM

Complete the form below. Boxes will expand as necessary when typing.

**Job Title:** Neighborhood Liason/Coordinator

**Purpose of Job:**

Increase communication and visibility of AVFRD in Community by developing and maintaining relationships with retirement centers, HOAs, shopping centers and other community organizations

At a minimum, coordinators are needed for:

Leisure World, Potomac Green, Ashby Pond, Wingler House, Lansdowne, Ashburn Village, Ashburn Farm, Broadlands

**Duties and Responsibilities:** List duties in order of importance, the interval in which the duty is performed (daily, monthly, annually, which specific months, etc), and the percentage of time spent on each duty. Add rows as necessary.

Duty/Responsibility/Task	Interval	% of time
1. Develop/maintain point of contact(s) within assigned community/group	Ongoing	
2. Seek opportunities for AVFRD to provide presence/involvement/education at community/group events	Ongoing	
3. Assist in coordinating AVFRD participation in community events	As needed	
4. Hold or attend any meetings of community/group that involves AVFRD	As needed	
5. Work with AVFRD's Publicity Working Group to promote AVFRD events and news in the community/group	Ongoing	
6.		
7.		

**Expectations regarding number of hours and times:** 20-45 a year

**Qualifications –** List any special considerations or requirements in the following categories.

**Physical Demands:** None

**Skills/Knowledge** (computer, machinery, typing): None

**Other Requirements:** (Length of service with department (such as to handle money) or other special requirements: Organized. Leadership. Decision maker. Team player. Good verbal and written communication skills. Pleasant demeanor.

**Does this job supervise others?** Yes No

**If so, how many people?** 1 or 2

**Prepared By:**

**Date:** 7/23/2010

## AVFRD ADMINISTRATIVE JOB DESCRIPTION FORM

Complete the form below. Boxes will expand as necessary when typing.

**Job Title:** Neighborhood Relations Chair

**Purpose of Job:** To develop and maintain relationships with retirement centers, HOAs, shopping centers and other community organizations in order to educate them about and promote AVFRD

<b>Duties and Responsibilities:</b> List duties in order of importance, the interval in which the duty is performed (daily, monthly, annually, which specific months, etc), and the percentage of time spent on each duty. Add rows as necessary.		
<b>Duty/Responsibility/Task</b>	<b>Interval</b>	<b>% of time</b>
1. Develop a list of all groups to target	Annually	
2. Develop contact within each group	Annually	
3. Work with groups to educate and encourage having events and involvement with AVFRD	Bi - Monthly	
4. Assist in coordinating AVFRD participation in community events (Village 10K, Summer Blast)	As needed	
5.		
6.		
7.		
8.		
9.		
10.		

**Expectations regarding number of hours and times:** 25-50 hours a year

**Qualifications –** List any special considerations or requirements in the following categories.

**Physical Demands:**

None

**Skills/Knowledge** (computer, machinery, typing):

**Other Requirements:** (Length of service with department (such as to handle money) or other special requirements: Organized. Leadership. Decision maker. Team player. Good verbal and written communication skills. Pleasant demeanor.

**Does this job supervise others?** Yes No

**If so, how many people?** 8 - 10

**Prepared By:**

**Date:** 7/23/2010

## AVFRD ADMINISTRATIVE JOB DESCRIPTION FORM

Complete the form below. Boxes will expand as necessary when typing.

**Job Title:** Open House Chair

**Purpose of Job:** To plan and manage AVFRD's twice yearly open houses. Spring open house in May honors our EMS personnel and Fall open house in October honors our fire fighters. This is a community outreach and education event.

<b>Duties and Responsibilities:</b> List duties in order of importance, the interval in which the duty is performed (daily, monthly, annually, which specific months, etc), and the percentage of time spent on each duty. Add rows as necessary.		
Duty/Responsibility/Task	Interval	% of time
1. Develop overall plan	5 month prior	Major
2. Develop Community Ed program	4-5 months prior	Major
3. Develop and track budget	Constant	Minor
4. Seek event sponsors/create sponsor banners	1-5 months prior	Major
5. Request County Support	4-5 months prior	Minor
6. Develop open house entertainment	4-5 months prior	Minor
7. Develop event printed materials/advertising	2-3 months prior	Major
8. Develop and monitor event staffing	2 months prior	Minor
9. Develop event map	1 month prior	Minor
10. Set meeting schedule	1-4/month	Minor
11. Develop ICS forms	1 month prior	Minor
12. Develop set-up/clean-up logistics plan	1 month prior	Minor
13. Coordinate hot wash/lessons learned	2-3 weeks following	Minor
14. Coordinate thank you letters	1-2 weeks following	Minor

**Expectations regarding number of hours and times:** 50-100/open house. Hours are flexible but will require daytime and evening availability.

**Qualifications –** List any special considerations or requirements in the following categories.

**Physical Demands:**

**Skills/Knowledge** (computer, machinery, typing): Writing skills are very helpful. Must be responsive to email.

**Other Requirements:** (Length of service with department (such as to handle money) or other special requirements: Need to handle money. Will need to identify workers and delegate responsibility.

**Does this job supervise others?** x Yes No

**If so, how many people?** 50

**Prepared By:**

**Date:** 7-19-10



## AVFRD ADMINISTRATIVE JOB DESCRIPTION FORM

Complete the form below. Boxes will expand as necessary when typing.

**Job Title:** Open House Kitchen Coordinator

**Purpose of Job:** Coordinate procurement, preparation, presentation, and pack up of food and drink for food court at Open House.

<b>Duties and Responsibilities:</b> List duties in order of importance, the interval in which the duty is performed (daily, monthly, annually, which specific months, etc), and the percentage of time spent on each duty. Add rows as necessary.		
<b>Duty/Responsibility/Task</b>	<b>Interval</b>	<b>% of time</b>
1. Purchase food and drink for event	One month prior	Major
2. Provide Chair/Treasurer with receipts	As available	Minor
3. Coordinate serving of food at event	Event day	Major
4. Monitor food court clean up	Event day	Minor
5. Provide written report to Chair	One week following	Minor
6.		
7.		
8.		

**Expectations regarding number of hours and times:** 10 hours

**Qualifications** – List any special considerations or requirements in the following categories.

**Physical Demands:** The kitchen gets hot!

**Skills/Knowledge** (computer, machinery, typing):

**Other Requirements:** (Length of service with department (such as to handle money) or other special requirements:

**Does this job supervise others?** x Yes No

**If so, how many people?** 3

**Prepared By:**

**Date:** July 19, 2010



## AVFRD ADMINISTRATIVE JOB DESCRIPTION FORM

Complete the form below. Boxes will expand as necessary when typing.

**Job Title:** Open House Safety Stop Coordinator

**Purpose of Job:** Coordinate the activities, information and handouts for a safety stop.  
Act as liaison with community sponsor/partner of safety stop.

**Duties and Responsibilities:** List duties in order of importance, the interval in which the duty is performed (daily, monthly, annually, which specific months, etc), and the percentage of time spent on each duty. Add rows as necessary.

Duty/Responsibility/Task	Interval	% of time
1. Develop stop safety message	3 months prior	Major
2. Develop stop safety activities	3 months prior	Major
3. Develop safety handouts/take home information	2 months prior	Major
4. Liaison with community sponsor/partner	3 months prior	Major
5. Be present at stop day of event	Day of	Minor
6. Provide written report to Chair	1 week following	Minor
7. Monitor safety stop set-up and clean-up	Day of	Minor

**Expectations regarding number of hours and times:** 25

**Qualifications** – List any special considerations or requirements in the following categories.

**Physical Demands:**

**Skills/Knowledge** (computer, machinery, typing):

**Other Requirements:** (Length of service with department (such as to handle money) or other special requirements:

**Does this job supervise others?** xYes No

**If so, how many people?** 4-6

**Prepared By:**

**Date:** July 19, 2010

## AVFRD ADMINISTRATIVE JOB DESCRIPTION FORM

Complete the form below. Boxes will expand as necessary when typing.

**Job Title:** Open house staffing coordinator

**Purpose of Job:** Assist chair in development of staffing needs and assignment of volunteers for all open house activities and safety stops. Monitor event activities to ensure adequate staffing during event.

<b>Duties and Responsibilities:</b> List duties in order of importance, the interval in which the duty is performed (daily, monthly, annually, which specific months, etc), and the percentage of time spent on each duty. Add rows as necessary.		
<b>Duty/Responsibility/Task</b>	<b>Interval</b>	<b>% of time</b>
1. Work with open house chair to develop staffing needs	2 months prior	Major
2. Monitor staffing sign-up prior to event	1 month prior	Major
3. Recruit additional staff as needed	1 month prior	Minor
4. Monitor staffing during event	Day of event	Major
5. Provide after action report to chair	Week following	Minor

**Expectations regarding number of hours and times:** 12 hours

**Qualifications** – List any special considerations or requirements in the following categories.

**Physical Demands:** Lots of walking day of event.

**Skills/Knowledge** (computer, machinery, typing):

**Other Requirements:** (Length of service with department (such as to handle money) or other special requirements:

**Does this job supervise others?** Yes ☒ No

**If so, how many people?**

**Prepared By:**

**Date:** July 19, 2010

## AVFRD ADMINISTRATIVE JOB DESCRIPTION FORM

Complete the form below. Boxes will expand as necessary when typing.

**Job Title:** Pancake Breakfast Chair(s)

**Purpose of Job:** To plan and manage monthly pancake breakfasts. Pancake breakfast is typically held the first Sunday of the month (excepting holidays and in October due to open house) and is a community outreach event. This event should have 2 chairs with division of duties below.

<b>Duties and Responsibilities:</b> List duties in order of importance, the interval in which the duty is performed (daily, monthly, annually, which specific months, etc), and the percentage of time spent on each duty. Add rows as necessary.		
<b>Duty/Responsibility/Task</b>	<b>Interval</b>	<b>% of time</b>
1. Develop year's schedule and themes	Prior to year start	Minor
2. Develop theme appropriate children's craft and decorations	Monthly	Minor
3. Design and print placemats/table toppers/AV	Monthly	Major
4. Work with publicity group – advertising	Monthly	Minor
5. Work with website group	Monthly	Minor
6. Oversee supply/food ordering	Monthly	Major
7. Solicit/Coordinate with monthly sponsor	Monthly/day of	Minor
8. Solicit staff, manage volunteers day of	Monthly/day of	Major
9. Food preparation/Set-up social hall	Monthly	Major
10. Oversee kitchen	Monthly	Major
11. Oversee children's craft	Monthly	Minor
12. Oversee social hall flow	Monthly	Major
13. Oversee fuel fundraiser	Monthly	Minor
14. Clean-up	Monthly	Minor
15. Accounting/Prepare report for treasurer	Monthly	Minor

**Expectations regarding number of hours and times:** 25/month

**Qualifications –** List any special considerations or requirements in the following categories.

**Physical Demands:** May involve lifting, extended periods on your feet. 8 hours day of event.

**Skills/Knowledge** (computer, machinery, typing):

**Other Requirements:** (Length of service with department (such as to handle money) or other special requirements: Must handle money, have keys for social hall/kitchen closet.

**Does this job supervise others?** ☒ Yes ☐ No

**If so, how many people?** 20-25

**Prepared By:**

**Date:** July 19, 2010

## AVFRD ADMINISTRATIVE JOB DESCRIPTION FORM

Complete the form below. Boxes will expand as necessary when typing.

**Job Title:** Pancake Breakfast Food Czar

**Purpose of Job:** To inventory, order, shop for, and put away food and supplies for monthly pancake breakfast. Pancake breakfast runs the first Sunday of the month and is a community outreach event.

**Duties and Responsibilities:** List duties in order of importance, the interval in which the duty is performed (daily, monthly, annually, which specific months, etc), and the percentage of time spent on each duty. Add rows as necessary.

Duty/Responsibility/Task	Interval	% of time
1. Inventory food and supplies/Determine shortfall	Monthly	Major
2. Order food for delivery	Monthly	Minor
3. Shop for food and supplies	Monthly	Major
4. Put away ordered and shopped for items	Monthly	Minor
5.		

**Expectations regarding number of hours and times:** 4 hours

**Qualifications** – List any special considerations or requirements in the following categories.

**Physical Demands:** Some lifting, extended periods on feet while shopping

**Skills/Knowledge** (computer, machinery, typing): Detailed recordkeeper

**Other Requirements:** (Length of service with department (such as to handle money) or other special requirements: Must handle money (department checks/accounts)

**Does this job supervise others?** Yes ☐ No ☒

**If so, how many people?**

**Prepared By:**

**Date:** July 20, 2010

## AVFRD ADMINISTRATIVE JOB DESCRIPTION FORM

Complete the form below. Boxes will expand as necessary when typing.

**Job Title:** Poker Run Chair

**Purpose of Job:** Plan and manage AVFRD's annual Poker Run fundraising event. During this event, motorcyclists have a designated route that takes them to five stops. At each stop, registrants draw a card, and at the end, the person with the best poker hand wins.

<b>Duties and Responsibilities:</b> List duties in order of importance, the interval in which the duty is performed (daily, monthly, annually, which specific months, etc), and the percentage of time spent on each duty. Add rows as necessary.		
Duty/Responsibility/Task	Interval	% of time
1. Develop and oversee overall plan/concept – select date, ensure route and stops are planned, oversee activities, food, entertainment, prizes and ensure that event is staffed appropriately – must take on any committee positions that are unstaffed	Five to six months prior to event	Major
2. Develop and track budget	Ongoing	Minor
3. Work with Publicity Working Group to develop Advertising Campaign	Five to six months prior to event	Minor
4. Work with Sponsorship Working Group to find event sponsors???	Five to six months prior to event	
5. Coordinate hot wash/lessons learned	Within two weeks of event	Minor
6. Coordinate thank you letters	Within two weeks of event	Minor

**Expectations regarding number of hours and times:** Can work from home. Hours are flexible, but must meet deadlines.

**Qualifications –** List any special considerations or requirements in the following categories.

**Physical Demands:**

**Skills/Knowledge** (computer, machinery, typing):

**Other Requirements:** (Length of service with department (such as to handle money) or other special requirements: Organized. Problem solver. Leadership. Decision maker. Team player. Good verbal and written communication skills. Must be able to anticipate project needs, discern work priorities, and meet deadlines with little supervision or direction. Ability to multitask, think outside the box. Ability to work with all types of people and manage a large number of people and components.

**Does this job supervise others?** Yes No

**If so, how many people?** 20-25 people

**Prepared By:**

**Date:** 07.22.2010

## AVFRD ADMINISTRATIVE JOB DESCRIPTION FORM

Complete the form below. Boxes will expand as necessary when typing.

**Job Title:** Poker Run – Game/Raffle Coordinator

**Purpose of Job:** Develop additional games/raffles to run during the Poker Run and corresponding prizes. During this event, motorcyclists have a designated route that takes them to five stops. At each stop, registrants draw a card, and at the end, the person with the best poker hand wins.

<b>Duties and Responsibilities:</b> List duties in order of importance, the interval in which the duty is performed (daily, monthly, annually, which specific months, etc), and the percentage of time spent on each duty. Add rows as necessary.		
<b>Duty/Responsibility/Task</b>	<b>Interval</b>	<b>% of time</b>
1. Work with Poker Run Chair and Committee Members to develop extra games/raffles to run day of event.	Four to five months prior to event	10%
2. Develop rules and prize lists – make sure donation contributors receive recognition	Two to three months prior to event	25%
3. Work with Sponsorship Working Group to obtain prizes to use	Two to three months prior to event	25%
4. Oversee games/raffles on day of event.	Day of event	40%
5.		
6.		
7.		
8.		

**Expectations regarding number of hours and times:** Can work from home. Hours are flexible

**Qualifications –** List any special considerations or requirements in the following categories.

**Physical Demands:**

**Skills/Knowledge** (computer, machinery, typing): Excel or Word Processing

**Other Requirements:** (Length of service with department (such as to handle money) or other special requirements: Organized. Team player. Good verbal and written communication skills. Creative.

**Does this job supervise others?** Yes No

**If so, how many people?**

**Prepared By:**

**Date:** 07.22.2010

## AVFRD ADMINISTRATIVE JOB DESCRIPTION FORM

Complete the form below. Boxes will expand as necessary when typing.

**Job Title:** Poker Run – Party Planner

**Purpose of Job:** Organize and execute activities, entertainment, and food for AVFRD's Poker Run final stop party. During this event, motorcyclists have a designated route that takes them to five stops. At each stop, registrants draw a card, and at the end, the person with the best poker hand wins.

<b>Duties and Responsibilities:</b> List duties in order of importance, the interval in which the duty is performed (daily, monthly, annually, which specific months, etc), and the percentage of time spent on each duty. Add rows as necessary.		
<b>Duty/Responsibility/Task</b>	<b>Interval</b>	<b>% of time</b>
1. Work with Poker Run Chair and Committee members to develop concept for final stop party and budget	Four to five months prior to event	10%
2. Arrange for entertainment (music band/dj)	Three to four months prior to event	15%
3. Work with Sponsorship Working Group to obtain donations of food	Four to five months prior to event	10%
4. Make arrangements for food and drink to be served during party	Two to three months prior to event	20%
5. Determine staffing needs for party	One to two months prior to event	10%
6. Oversee party logistics on day of event	Day of event	30%
7. Manage budget	Ongoing	5%
8.		
9.		
10.		

**Expectations regarding number of hours and times:** Can work from home on many tasks. Hours are flexible but must meet deadlines.

**Qualifications –** List any special considerations or requirements in the following categories.

**Physical Demands:**

**Skills/Knowledge** (computer, machinery, typing):

**Other Requirements:** (Length of service with department (such as to handle money) or other special requirements: Organized. Team player. Good verbal and written communication skills. Creative.

**Does this job supervise others?** Yes No

**If so, how many people?**

**Prepared By:**

**Date:** 07.22.2010



## AVFRD ADMINISTRATIVE JOB DESCRIPTION FORM

Complete the form below. Boxes will expand as necessary when typing.

**Job Title:** Poker Run Route Planner

**Purpose of Job:** Develop the route(s) and time schedule for AVFRD's annual Poker Run. During this event, motorcyclists have a designated route that takes them to five stops. At each stop, registrants draw a card, and at the end, the person with the best poker hand wins.

<b>Duties and Responsibilities:</b> List duties in order of importance, the interval in which the duty is performed (daily, monthly, annually, which specific months, etc), and the percentage of time spent on each duty. Add rows as necessary.		
Duty/Responsibility/Task	Interval	% of time
1. Develop the route(s) and time schedule, incorporating the designated stops. Keep abreast of any construction that may affect route.	Five months prior to event	60%
2. Create map and driving directions of route, with mileage, and time schedule	Three to four months prior to event	30%
3. Print maps, driving directions, and time schedule in format that is easily readable and usable while motorcyclists are riding.	One month prior to event	10%
4.		
5.		
6.		

**Expectations regarding number of hours and times:** Can work from home. Should drive the route a few times before Poker Run, to test accuracy of time schedule.

**Qualifications** – List any special considerations or requirements in the following categories.

**Physical Demands:** N/A

**Skills/Knowledge** (computer, machinery, typing): Word or other software skills to create map/driving directions.

**Other Requirements:** (Length of service with department (such as to handle money) or other special requirements: Ideally, will have motorcycle riding experience or will be able to consult with someone who does. Organized. Decision maker. Team player. Good verbal and written communication skills.

**Does this job supervise others?** Yes No

**If so, how many people?**

**Prepared By:**

**Date:** 07.22.2010



## AVFRD ADMINISTRATIVE JOB DESCRIPTION FORM

Complete the form below. Boxes will expand as necessary when typing.

**Job Title:** Poker Run – Staffing Coordinator

**Purpose of Job:** Assist the Poker Run Chair in securing staffing for AVFRD's Poker Run. During this event, motorcyclists have a designated route that takes them to five stops. At each stop, registrants draw a card, and at the end, the person with the best poker hand wins.

<b>Duties and Responsibilities:</b> List duties in order of importance, the interval in which the duty is performed (daily, monthly, annually, which specific months, etc), and the percentage of time spent on each duty. Add rows as necessary.		
<b>Duty/Responsibility/Task</b>	<b>Interval</b>	<b>% of time</b>
1. Work with Poker Run Chair and Committee members to develop staffing needs	Two months prior to event	10%
2. Develop instruction sheets for each staff member as needed	Two months prior to event	25%
3. Communicate staffing requests to AVFRD members	One month prior to event	10%
4. Monitor staffing sign-up prior to event, coordinate assignments and recruit additional staff as needed	One month prior to event	40%
5. Monitor staffing during event - make adjustments as necessary	Day of event	15%
6.		
7.		
8.		
9.		
10.		

**Expectations regarding number of hours and times:** Most work may be done offsite of AVFRD, but should be available day of event.

**Qualifications –** List any special considerations or requirements in the following categories.

**Physical Demands:**

**Skills/Knowledge** (computer, machinery, typing):

**Other Requirements:** (Length of service with department (such as to handle money) or other special requirements: Organized. Problem solver. Leadership. Decision maker. Team player. Good verbal and written communication skills.

**Does this job supervise others?** Yes No

**If so, how many people?**

**Prepared By:**

**Date:** 07.22.2010

## AVFRD ADMINISTRATIVE JOB DESCRIPTION FORM

Complete the form below. Boxes will expand as necessary when typing.

**Job Title:** Admin Representative to Pride & Traditions Committee

**Purpose of Job:** Represent the Admin Committee at AVFRD's Pride & Traditions Committee meetings and activities. Report back to Admin Committee.

<b>Duties and Responsibilities:</b> List duties in order of importance, the interval in which the duty is performed (daily, monthly, annually, which specific months, etc), and the percentage of time spent on each duty. Add rows as necessary.		
Duty/Responsibility/Task	Interval	% of time
1. Attend Pride & Traditions Committee Meetings	Monthly	70%
2. Report Pride & Traditions activities to Admin Committee	Monthly	15%
3. Lead/oversee activities that require Admin participation and/or recruit other Admin member to participate	As needed/ongoing	15%
4.		
5.		
6.		
7.		
8.		
9.		
10.		

**Expectations regarding number of hours and times:** Pride & Traditions Committee meetings are typically held once a month during evening hours.

**Qualifications –** List any special considerations or requirements in the following categories.

**Physical Demands:**

**Skills/Knowledge** (computer, machinery, typing):

**Other Requirements:** (Length of service with department (such as to handle money) or other special requirements: Team player. Good verbal and written communication skills.

**Does this job supervise others?** Yes No

**If so, how many people?**

**Prepared By:**

**Date:** 07.22.2010

## AVFRD ADMINISTRATIVE JOB DESCRIPTION FORM

Complete the form below. Boxes will expand as necessary when typing.

**Job Title:** Public Education Events Coordinator

**Purpose of Job:** Manage coordination and scheduling of the public's requests for coverage/support/presence at community and education events (including football games, fireworks displays, parades, races, fire truck rides, etc.). Respond to requests from the public and work with AVFRD members to find coverage for events.

Note: This job is NOT responsible for managing requests to rent AVFRD's Founder's Hall, scheduling of Founder's Hall or contracts.

<b>Duties and Responsibilities:</b> List duties in order of importance, the interval in which the duty is performed (daily, monthly, annually, which specific months, etc), and the percentage of time spent on each duty. Add rows as necessary.		
<b>Duty/Responsibility/Task</b>	<b>Interval</b>	<b>% of time</b>
1. Monitor "events" e-mail and respond to any requests for coverage	Daily	Major
2. Send e-mail requests to AVFRD membership for needed coverage of events and coordinate responses	Weekly or twice a month	Minor
3. Manage schedule of public education events – uses Google Calendar	Jul - Aug	Minor
4.		
5.		
6.		

**Expectations regarding number of hours and times:** 4-8 hours per week. Can work from home. Hours are flexible, but responses must be timely. All training provided.

**Qualifications –** List any special considerations or requirements in the following categories.

**Physical Demands:**

**Skills/Knowledge** (computer, machinery, typing): e-mail, Google Calendar,

**Other Requirements:** (Length of service with department (such as to handle money) or other special requirements: Organized. Good written communication skills. Ability to multitask. Will need to have open communication with career staff, AVFRD leadership (Chief officers), and AVFRD membership.

**Does this job supervise others?** Yes No X

**If so, how many people?**

**Prepared By:**

**Date:** 08.09.2010

## AVFRD ADMINISTRATIVE JOB DESCRIPTION FORM

Complete the form below. Boxes will expand as necessary when typing.

**Job Title:** Publicity Working Group Chair

**Purpose of Job:** Develop campaigns, inclusive of electronic, broadcast and printed media, to advertise AVFRD fundraising and community outreach events (including those held on our behalf by other organizations) and to promote AVFRD in the community.

<b>Duties and Responsibilities:</b> List duties in order of importance, the interval in which the duty is performed (daily, monthly, annually, which specific months, etc), and the percentage of time spent on each duty. Add rows as necessary.		
<b>Duty/Responsibility/Task</b>	<b>Interval</b>	<b>% of time</b>
1. Work with each event committee to develop an advertising campaign for that event, and target specific groups as necessary.	Ongoing	
2. Help committee members to promote AVFRD in: website, Fireline Ad, Press Releases, HOA Newsletters, AVFRD Dispatch Blast E-mail, Social Networking Sites, and online community calendars. Ensure station FAQs are up-to-date. Must take on any committee positions that are unstaffed	Ongoing	
3. Proofread the above items pre-release.	Ongoing	
4. Send internal "reporters" to cover AVFRD events and activities to capture pictures and info for promotion	Ongoing	
5. Find additional ways to promote AVFRD in the community through publicity	Ongoing	
6. Hold Publicity Working Group meetings	As needed	
7. Prepare and manage budget	Ongoing	
8.		
9.		

**Expectations regarding number of hours and times:** Have to meet deadlines. Most work on this project may be done offsite of AVFRD.

**Qualifications –** List any special considerations or requirements in the following categories.

**Physical Demands:**

**Skills/Knowledge** (computer, machinery, typing): Word processing, spreadsheet, good grammar, e-mail, comfortable writing for different media (web, print, e-mail)

**Other Requirements:** (Length of service with department (such as to handle money) or other special requirements: Organized. Leadership. Decision maker. Team player. Good verbal and written communication skills. Must be able to anticipate needs, discern work priorities, and meet deadlines with little supervision or direction. Ability to multitask, think outside the box. Do need to be aware of AVFRD happenings and attend some events for "coverage" so membership is highly recommended.

Does this job supervise others? Yes No
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If so, how many people?
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Prepared By:
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Date: 07.24.2010
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## AVFRD ADMINISTRATIVE JOB DESCRIPTION FORM

Complete the form below. Boxes will expand as necessary when typing.

**Job Title:** Publicity – Chamber of Commerce Liaison

**Purpose of Job:** Represent AVFRD at monthly Loudoun County Chamber of Commerce (CoC) breakfasts, speaking to attendees about AVFRD, promoting events and seeking sponsorships. Look for opportunities to utilize Chamber membership for partnerships, recruitment, publicity, etc. Attend other Chamber events as possible and notify other committee members when events are happening. Maintain list of contacts met at Chamber events and devise strategy for managing relationships with other Chamber members without violating Chamber rules for marketing.

<b>Duties and Responsibilities:</b> List duties in order of importance, the interval in which the duty is performed (daily, monthly, annually, which specific months, etc), and the percentage of time spent on each duty. Add rows as necessary.		
<b>Duty/Responsibility/Task</b>	<b>Interval</b>	<b>% of time</b>
1. Attend Loudoun County Chamber breakfasts to represent and network for AVFRD	Monthly	2 hours (30%)
2. Maintain list of contacts met at Chamber events	Monthly	2 hours (30%)
3. Attend other Chamber-sponsored events	Quarterly	3 hours (14%)
4. Take lead in developing strategy when AVFRD is Silver sponsor at CoC breakfast	Annually	2 hours (1%)
5. Develop and implement repeatable strategy for managing relationships with other Chamber members	Annually	Initial – 10 hours. Then 1 hour per month (25%)
6.		
7.		

**Expectations regarding number of hours and times:** All work on this project may be done off site of AVFRD.

**Qualifications** – List any special considerations or requirements in the following categories.

**Physical Demands:**

**Skills/Knowledge** (computer, machinery, typing): Pleasant demeanor, good speaking skills.

**Other Requirements:** (Length of service with department (such as to handle money) or other special requirements: Must wear AVFRD uniform to Chamber breakfasts and events – representing AVFRD, not self or personal business. Do need to be aware of AVFRD happenings so membership is highly recommended.

**Does this job supervise others?** Yes No

**If so, how many people?**

**Prepared By:**

**Date:** 07.09.2010

## AVFRD ADMINISTRATIVE JOB DESCRIPTION FORM

Complete the form below. Boxes will expand as necessary when typing.

**Job Title:** Publicity AVFRD Dispatch Email Blast Coordinator

**Purpose of Job:** Manage AVFRD's monthly e-newsletter, The Dispatch and the mailing list subscription.

<b>Duties and Responsibilities:</b> List duties in order of importance, the interval in which the duty is performed (daily, monthly, annually, which specific months, etc), and the percentage of time spent on each duty. Add rows as necessary.		
<b>Duty/Responsibility/Task</b>	<b>Interval</b>	<b>% of time</b>
1. Work with Publicity Chair and other committee members to determine content for newsletter	Monthly	20%
2. Write/design e-newsletter	Monthly	35%
3. E-mail newsletter to subscription list	Monthly	5%
4. Manage subscription list, including additions and removals as requested	As needed	15%%
5. Provide reports of added, removed, and total number of e-mail addresses	Monthly	10%
6. Find ways to gather increase subscriptions	Ongoing	15%
7.		
8.		
9.		
10.		

**Expectations regarding number of hours and times:** Most work can be done offsite of AVFRD during evening hours, but must meet deadlines.

**Qualifications** – List any special considerations or requirements in the following categories.

**Physical Demands:**

**Skills/Knowledge** (computer, machinery, typing): Management of e-mail subscription list, e-mail; Spreadsheets

**Other Requirements:** (Length of service with department (such as to handle money) or other special requirements: Good verbal and strong written communication skills. Do need to be aware of AVFRD happenings and attend some events for "coverage" so membership is highly recommended.

**Does this job supervise others?** Yes No

**If so, how many people?**

**Prepared By:**

**Date:** 07.22.2010



## AVFRD ADMINISTRATIVE JOB DESCRIPTION FORM

Complete the form below. Boxes will expand as necessary when typing.

**Job Title:** Publicity- Homeowners Association (HOA) Newsletter Coordinator

**Purpose of Job:** Create monthly and quarterly HOA newsletters to promote upcoming AVFRD events, share AVFRD news, and educate public on safety tips. Distribute newsletters via e-mail to HOA contacts for publishing.  
Manage list of HOAs and contacts in AVFRD First Due.

<b>Duties and Responsibilities:</b> List duties in order of importance, the interval in which the duty is performed (daily, monthly, annually, which specific months, etc), and the percentage of time spent on each duty. Add rows as necessary.		
Duty/Responsibility/Task	Interval	% of time
1. Review and update HOA list and contacts to keep current; add new HOAs as necessary	Update as appropriate. Annual review	Initial clean up 10-15 hours. 1 hour per month thereafter (25%)
2. Create two versions of monthly HOA newsletter, one for most HOAs and one targeted at Senior communities	Monthly	3-5 hours (50%)
3. Create quarterly HOA newsletters	Quarterly	2 hours (15%)
4. Distribute newsletters to HOA contacts	Monthly	1 hour (10%)
5.		
6.		

**Expectations regarding number of hours and times:** Have to meet HOA print deadlines, as specified by the HOAs. All work on this project may be done offsite of AVFRD

**Qualifications –** List any special considerations or requirements in the following categories.

**Physical Demands:**

**Skills/Knowledge** (computer, machinery, typing): Excel and Word skills. Good writing and editing skills.

**Other Requirements:** (Length of service with department (such as to handle money) or other special requirements: Do need to be aware of AVFRD happenings and attend some events for "coverage" so membership is highly recommended.

**Does this job supervise others?** Yes ☐ No ☒

**If so, how many people?**

**Prepared By:**

**Date:** 3/17/10



## AVFRD ADMINISTRATIVE JOB DESCRIPTION FORM

Complete the form below. Boxes will expand as necessary when typing.

**Job Title:** Publicity - Newspaper Liaison/Press Release Writer

**Purpose of Job:** Serve as the point of contact for paid advertising in local newspapers. Oversee monthly publication of AVFRD Fireline ad in local newspapers. Write and send press releases to get coverage of AVFRD events, honors, and activities.

<b>Duties and Responsibilities:</b> List duties in order of importance, the interval in which the duty is performed (daily, monthly, annually, which specific months, etc), and the percentage of time spent on each duty. Add rows as necessary.		
<b>Duty/Responsibility/Task</b>	<b>Interval</b>	<b>% of time</b>
1. Work with Publicity Chair and other committee members to determine content for Fireline Ad	Monthly	20%
2. Write and provide content and pictures for Fireline Ad to local newspaper and work with them on design and publishing	Monthly	40%
3. Assist in managing budget for Fireline Ad	Ongoing	10%
4. Write and distribute press releases about AVFRD events, honors, activities, etc	As needed	20%
5. Manage list of contacts with local and area newspapers and deadline for both paid advertising and feature stories (reporters)	Ongoing	10%
6.		
7.		
8.		
9.		
10.		

**Expectations regarding number of hours and times:** Have to meet newspaper print deadlines. All work on this project may be done offsite of AVFRD

**Qualifications –** List any special considerations or requirements in the following categories.

**Physical Demands:**

**Skills/Knowledge** (computer, machinery, typing): Word processing; e-mail, spreadsheets

**Other Requirements:** (Length of service with department (such as to handle money) or other special requirements: Good verbal and strong written communication skills. Organized. Do need to be aware of AVFRD happenings and attend some events for "coverage" so membership is highly recommended.

**Does this job supervise others?** Yes No

**If so, how many people?**

**Prepared By:**

**Date:** 07.22.2010

## AVFRD ADMINISTRATIVE JOB DESCRIPTION FORM

Complete the form below. Boxes will expand as necessary when typing.

**Job Title:** Publicity – Social Network Site Administrator

**Purpose of Job:** Manage AVFRD's social networking sites. (Currently Facebook)

**Duties and Responsibilities:** List duties in order of importance, the interval in which the duty is performed (daily, monthly, annually, which specific months, etc), and the percentage of time spent on each duty. Add rows as necessary.

Duty/Responsibility/Task	Interval	% of time
1. Post updates and photos about AVFRD events and activities.	Ongoing as needed	100%
2.		
3.		
4.		
5.		
6.		
7.		
8.		
9.		
10.		

**Expectations regarding number of hours and times:** Most work on this project may be done offsite of AVFRD.

**Qualifications –** List any special considerations or requirements in the following categories.

**Physical Demands:**

**Skills/Knowledge** (computer, machinery, typing): social networking website administration; good writing skills

**Other Requirements:** (Length of service with department (such as to handle money) or other special requirements: Must post status about upcoming events as well as recaps in a timely manner. Do need to be aware of AVFRD happenings and attend some events for "coverage" so membership is highly recommended.

**Does this job supervise others?** Yes No

**If so, how many people?**

**Prepared By:**

**Date:** 07.24.2010

## AVFRD ADMINISTRATIVE JOB DESCRIPTION FORM

Complete the form below. Boxes will expand as necessary when typing.

**Job Title:** Publicity – Online Events Calendar Coordinator

**Purpose of Job:** Post AVFRD events to various online event/community calendars (newspapers, meet up groups, neighborhoods, tourist, radio stations, etc.) Some sites may be generic to post all events, while others might be event specific (e.g. Poker Run to Motorcycle Meet Up groups.)  
Manage list of online event calendars and research new sites to post to.

<b>Duties and Responsibilities:</b> List duties in order of importance, the interval in which the duty is performed (daily, monthly, annually, which specific months, etc), and the percentage of time spent on each duty. Add rows as necessary.		
<b>Duty/Responsibility/Task</b>	<b>Interval</b>	<b>% of time</b>
1. Post AVFRD events to online calendars	Monthly	2 hours (75%)
2. Review and update online calendar list; add new sites	Update as appropriate. Annual review	Initial 5 hours; 1 hour per quarter thereafter (25%)
3.		
4.		
5.		
6.		

**Expectations regarding number of hours and times:** All work on this project may be done off site of AVFRD.

**Qualifications –** List any special considerations or requirements in the following categories.

**Physical Demands:**

**Skills/Knowledge** (computer, machinery, typing): Word, Excel, and computer skills. Good writing and editing skills.

**Other Requirements:** (Length of service with department (such as to handle money) or other special requirements: Do need to be aware of AVFRD happenings so membership is highly recommended.

**Does this job supervise others?** Yes No

**If so, how many people?**

**Prepared By:**

**Date:** 07.07.2010

## AVFRD ADMINISTRATIVE JOB DESCRIPTION FORM

Complete the form below. Boxes will expand as necessary when typing.

**Job Title:** Publicity – Social Network Site Administrator

**Purpose of Job:** Manage AVFRD's social networking sites. (Currently Facebook)

<b>Duties and Responsibilities:</b> List duties in order of importance, the interval in which the duty is performed (daily, monthly, annually, which specific months, etc), and the percentage of time spent on each duty. Add rows as necessary.		
<b>Duty/Responsibility/Task</b>	<b>Interval</b>	<b>% of time</b>
1. Post updates and photos about AVFRD events and activities.	Ongoing as needed	100%
2.		
3.		
4.		
5.		
6.		
7.		
8.		
9.		
10.		

**Expectations regarding number of hours and times:** Most work on this project may be done offsite of AVFRD.

**Qualifications –** List any special considerations or requirements in the following categories.

**Physical Demands:**

**Skills/Knowledge** (computer, machinery, typing): social networking website administration; good writing skills

**Other Requirements:** (Length of service with department (such as to handle money) or other special requirements: Must post status about upcoming events as well as recaps in a timely manner. Do need to be aware of AVFRD happenings and attend some events for "coverage" so membership is highly recommended.

**Does this job supervise others?** Yes No

**If so, how many people?**

**Prepared By:**

**Date:** 07.24.2010

## AVFRD ADMINISTRATIVE JOB DESCRIPTION FORM

Complete the form below. Boxes will expand as necessary when typing.

**Job Title:** Publicity – Station FAQs Coordinator

**Purpose of Job:** Update Station FAQs document with timely information (e.g. events) and post at Station 6 and Station 22. Also send courtesy copy to Career Captains via e-mail.

**Duties and Responsibilities:** List duties in order of importance, the interval in which the duty is performed (daily, monthly, annually, which specific months, etc), and the percentage of time spent on each duty. Add rows as necessary.

Duty/Responsibility/Task	Interval	% of time
1. Update FAQ document	Monthly	1 hour (50%)
2. Print and post revised FAQ document at Station 6 and Station 22, removing previous version.	Monthly	1 hour (50%)
3. E-mail updated FAQ document to Career Captains as courtesy.	Monthly	15 minutes
4.		
5.		
6.		
7.		
8.		
9.		
10.		

**Expectations regarding number of hours and times:**

**Qualifications** – List any special considerations or requirements in the following categories.

**Physical Demands:**

**Skills/Knowledge** (computer, machinery, typing): Word Processing skills.

**Other Requirements:** (Length of service with department (such as to handle money) or other special requirements: Must have knowledge of AVFRD events and procedures to update FAQs. Do need to be aware of AVFRD happenings so membership is highly recommended.

**Does this job supervise others?** Yes No

**If so, how many people?**

**Prepared By:**

**Date:** 07.07.2010

## AVFRD ADMINISTRATIVE JOB DESCRIPTION FORM

Complete the form below. Boxes will expand as necessary when typing.

**Job Title:** Publicity – Survey Coordinator

**Purpose of Job:** Write and conduct surveys at AVFRD events to learn which media is most effective in drawing people to the events, as well as thoughts on how we might improve the event in the future.

<b>Duties and Responsibilities:</b> List duties in order of importance, the interval in which the duty is performed (daily, monthly, annually, which specific months, etc), and the percentage of time spent on each duty. Add rows as necessary.		
<b>Duty/Responsibility/Task</b>	<b>Interval</b>	<b>% of time</b>
1. Work with Publicity Chair and specific event chair to develop survey questions		40%
2. Conduct surveys at various AVFRD events		40%
3. Produce reports based on survey results		20%
4.		
5.		
6.		
7.		
8.		
9.		
10.		

**Expectations regarding number of hours and times:** Most work can be done offsite of AVFRD during evening hours. Attendance at some events to conduct surveys is necessary.

**Qualifications –** List any special considerations or requirements in the following categories.

**Physical Demands:**

**Skills/Knowledge** (computer, machinery, typing): Ideally, will have knowledge of writing survey questions and conducting surveys to be most effective. Word processing and spreadsheets.

**Other Requirements:** (Length of service with department (such as to handle money) or other special requirements: Strong verbal and written communication skills. Personable. Pleasant demeanor.

**Does this job supervise others?** Yes No

**If so, how many people?**

**Prepared By:**

**Date:** 07.22.2010

## AVFRD ADMINISTRATIVE JOB DESCRIPTION FORM

Complete the form below. Boxes will expand as necessary when typing.

**Job Title:** Chair Ray Muth Scholarship

**Purpose of Job:**

Award 3 scholarships in Ray Muth's memory

**Duties and Responsibilities:** List duties in order of importance, the interval in which the duty is performed (daily, monthly, annually, which specific months, etc), and the percentage of time spent on each duty. Add rows as necessary.

Duty/Responsibility/Task	Interval	% of time
1. Solicit applicants	Annually Sept-Dec	20
2. Solicit judges	Sept-Dec	10
3. Collect aps from applicants	Sept-Dec	20
4. Send copies to 3 judges	Jan	20
5. Collect their choices	Jan-Feb	10
6. Submit names to pres. To be announced at banquet	Feb	10
7. Follow-up to see if money was sent and if all were notified	Feb	10
8.		
9.		
10.		

**Expectations regarding number of hours and times: 20**

**Qualifications** – List any special considerations or requirements in the following categories.

**Physical Demands:**

Photocopying, going to post office

**Skills/Knowledge** (computer, machinery, typing):

Typing, calling, announcing the scholarship in Sept meeting

**Other Requirements:** (Length of service with department (such as to handle money) or other special requirements:

**Does this job supervise others?** Yes ☐ No ☒

**If so, how many people?**

**Prepared By:**

**Date:** 7/21/10



## AVFRD ADMINISTRATIVE JOB DESCRIPTION FORM

Complete the form below. Boxes will expand as necessary when typing.

**Job Title:** Records Keeper

**Purpose of Job:** Assist AVFRD President, Secretary, Chiefs, or paid secretary as needed with various record keeping tasks, including scanning, copying, data entry, filing, and running reports. Record minutes of the following meetings: Admin, Chief Officers, Officers, Equipment.

<b>Duties and Responsibilities:</b> List duties in order of importance, the interval in which the duty is performed (daily, monthly, annually, which specific months, etc), and the percentage of time spent on each duty. Add rows as necessary.		
<b>Duty/Responsibility/Task</b>	<b>Interval</b>	<b>% of time</b>
1. Scanning, copying, data entry, filing		
2. Running reports		
3. Record meeting minutes		
4.		
5.		
6.		

**Expectations regarding number of hours and times:** All work must be done at the station.

**Qualifications** – List any special considerations or requirements in the following categories.

**Physical Demands:** Lots of time in front of a computer or filing papers. Paper cuts are probable.

**Skills/Knowledge** (computer, machinery, typing): Excel and word skills; operating of scanner, copier, printer

**Other Requirements:** (Length of service with department (such as to handle money) or other special requirements: Volunteer must be a member who has been voted in to membership by the department (no longer probationary). Organized. Decision maker. Good verbal and written communication skills. Able to follow directions.

**Does this job supervise others?** Yes No

**If so, how many people?**

**Prepared By:**

**Date:** 07.17.2010



## AVFRD ADMINISTRATIVE JOB DESCRIPTION FORM

Complete the form below. Boxes will expand as necessary when typing.

**Job Title:** Admin Representative to Safety Committee

**Purpose of Job:** Represent the Admin Committee at AVFRD's Safety Committee meetings and activities. Report back to Admin Committee.

<b>Duties and Responsibilities:</b> List duties in order of importance, the interval in which the duty is performed (daily, monthly, annually, which specific months, etc), and the percentage of time spent on each duty. Add rows as necessary.		
<b>Duty/Responsibility/Task</b>	<b>Interval</b>	<b>% of time</b>
1. Attend Safety Committee Meetings	Monthly	70%
2. Report Safety Committee activities to Admin Committee	Monthly	15%
3. Lead/oversee activities that require Admin participation and/or recruit other Admin member to participate	As needed/ongoing	15%
4.		
5.		
6.		
7.		
8.		
9.		
10.		

**Expectations regarding number of hours and times:** Safety Committee meetings are typically held once a month during evening hours.

**Qualifications –** List any special considerations or requirements in the following categories.

**Physical Demands:**

**Skills/Knowledge** (computer, machinery, typing):

**Other Requirements:** (Length of service with department (such as to handle money) or other special requirements: Team player. Good verbal and written communication skills.

**Does this job supervise others?** Yes No

**If so, how many people?**

**Prepared By:**

**Date:** 07.22.2010

## AVFRD ADMINISTRATIVE JOB DESCRIPTION FORM

Complete the form below. Boxes will expand as necessary when typing.

**Job Title:** Santa Parade Chair

**Purpose of Job:** Plan and coordinate AVFRD's annual Santa Parade through Ashburn. During this event, Santa climbs aboard one of the fire engines and leads a parade of AVFRD apparatus through the streets of the community.

**Duties and Responsibilities:** List duties in order of importance, the interval in which the duty is performed (daily, monthly, annually, which specific months, etc), and the percentage of time spent on each duty. Add rows as necessary.

Duty/Responsibility/Task	Interval	% of time
1. Develop and oversee overall plan/concept - select date, ensure route and stops are planned and event is staffed appropriately - must take on any committee positions that are unstaffed	July - Aug	Major
2. Develop and track budget	Jul - Aug	Minor
3. Work with Publicity Working Group to develop Advertising Campaign	Jul - Aug	Minor
4. Work with Sponsorship Working Group to find event sponsors???	Aug - Nov	
5. Coordinate hot wash/lessons learned	Dec	Minor
6. Coordinate thank you letters	Dec	Minor

**Expectations regarding number of hours and times:** Can work from home. Hours are flexible, but must meet deadlines. See above for approximate times and hours.

**Qualifications –** List any special considerations or requirements in the following categories.

**Physical Demands:**

**Skills/Knowledge** (computer, machinery, typing):

**Other Requirements:** (Length of service with department (such as to handle money) or other special requirements: Organized. Problem solver. Leadership. Decision maker. Team player. Good verbal and written communication skills. Must be able to anticipate project needs, discern work priorities, and meet deadlines with little supervision or direction. Ability to multitask, think outside the box. Ability to work with all types of people and manage a large number of people and components.

**Does this job supervise others?** Yes No

**If so, how many people?** 20-40 people

**Prepared By:**

**Date:** 07.16.2010

## AVFRD ADMINISTRATIVE JOB DESCRIPTION FORM

Complete the form below. Boxes will expand as necessary when typing.

**Job Title:** Santa Parade Community Liaison

**Purpose of Job:** Assist the Santa Parade Chair in contacting and working with various community groups to coordinate stops and activities for AVFRD's annual Santa Parade. During this event, Santa climbs aboard one of the fire engines and leads a parade of AVFRD apparatus through the streets of Ashburn.

**Duties and Responsibilities:** List duties in order of importance, the interval in which the duty is performed (daily, monthly, annually, which specific months, etc), and the percentage of time spent on each duty. Add rows as necessary.

Duty/Responsibility/Task	Interval	% of time
1. Develop contacts with schools or neighborhoods within each community the parade will stop	Aug-Sept	5 hours
2. Suggest ideas for community organization to head and work with contacts to organize stops	Oct-Nov	20 hours
3. Request activities that AVFRD will lead (e.g. recruitment, fire truck ride raffle)	Oct-Nov	5 hours
4.		
5.		
6.		

**Expectations regarding number of hours and times:** Most work may be done offsite of AVFRD, but should be available day of event.

**Qualifications** – List any special considerations or requirements in the following categories.

**Physical Demands:**

**Skills/Knowledge** (computer, machinery, typing):

**Other Requirements:** (Length of service with department (such as to handle money) or other special requirements: Organized. Problem solver. Leadership. Decision maker. Team player. Good verbal and written communication skills.

**Does this job supervise others?** Yes No

If so, how many people?

**Prepared By:**

**Date:** 07.16.2010

## AVFRD ADMINISTRATIVE JOB DESCRIPTION FORM

Complete the form below. Boxes will expand as necessary when typing.

**Job Title:** Santa Parade Head Decorating Elf

**Purpose of Job:** Oversee the decorating of the apparatus in AVFRD's annual Santa Parade. During this event, Santa climbs aboard one of the fire engines and leads a parade of AVFRD apparatus through the streets of Ashburn.

<b>Duties and Responsibilities:</b> List duties in order of importance, the interval in which the duty is performed (daily, monthly, annually, which specific months, etc), and the percentage of time spent on each duty. Add rows as necessary.		
Duty/Responsibility/Task	Interval	% of time
1. Coordinate, plan, and oversee decorating of apparatus with Christmas lights and other decorations.	Dec	10 hours
2.		
3.		
4.		
5.		
6.		

**Expectations regarding number of hours and times:** Most work needs to be done on day of event. Pre-work will include making sure lights work or purchasing any needed decorations.

**Qualifications –** List any special considerations or requirements in the following categories.

**Physical Demands:** Climbing aboard apparatus to hang lights and other decorations.

**Skills/Knowledge** (computer, machinery, typing):

**Other Requirements:** (Length of service with department (such as to handle money) or other special requirements: N/A

**Does this job supervise others?** Yes No

If so, how many people? 2-3 decorators

**Prepared By:**

**Date:** 07.16.2010

## AVFRD ADMINISTRATIVE JOB DESCRIPTION FORM

Complete the form below. Boxes will expand as necessary when typing.

**Job Title:** Santa Parade Route Planner

**Purpose of Job:** Develop the route(s) and time schedule for AVFRD's annual Santa Parade through Ashburn. During this event, Santa climbs aboard one of the fire engines and leads a parade of AVFRD apparatus through the streets of the community.

**Duties and Responsibilities:** List duties in order of importance, the interval in which the duty is performed (daily, monthly, annually, which specific months, etc), and the percentage of time spent on each duty. Add rows as necessary.

Duty/Responsibility/Task	Interval	% of time
1. Develop the parade route(s) and time schedule.	Aug - Oct	15-25 hours
2. Create map of route and time schedule	Oct - Nov	10 hours
3.		
4.		
5.		
6.		

**Expectations regarding number of hours and times:** Can work from home. Should drive the route a few times before parade, during times of parade, to test accuracy of time schedule.

**Qualifications** – List any special considerations or requirements in the following categories.

**Physical Demands:** N/A

**Skills/Knowledge** (computer, machinery, typing): Knowledge of software to create map

**Other Requirements:** (Length of service with department (such as to handle money) or other special requirements: N/A

**Does this job supervise others?** Yes No

**If so, how many people?**

**Prepared By:**

**Date:** 07.16.2010

## AVFRD ADMINISTRATIVE JOB DESCRIPTION FORM

Complete the form below. Boxes will expand as necessary when typing.

**Job Title:** Santa Parade Staffing Elf

**Purpose of Job:** Assist the Santa Parade Chair in securing staffing for AVFRD's annual Santa Parade. During this event, Santa climbs aboard one of the fire engines and leads a parade of AVFRD apparatus through the streets of Ashburn.

<b>Duties and Responsibilities:</b> List duties in order of importance, the interval in which the duty is performed (daily, monthly, annually, which specific months, etc), and the percentage of time spent on each duty. Add rows as necessary.		
<b>Duty/Responsibility/Task</b>	<b>Interval</b>	<b>% of time</b>
1. Work with Santa Parade Chair to develop staffing needs	Nov	10%
2. Develop instruction sheets for each staff position	Nov	25%
3. Communicate staffing requests to AVFRD members	Nov - Dec	10%
4. Monitor staffing sign-up prior to event, coordinate assignments and recruit additional staff as needed	Nov - Dec	40%
5. Monitor staffing during event - make adjustments as necessary	Day of event	15%
6.		

**Expectations regarding number of hours and times:** Most work may be done offsite of AVFRD, but should be available day of event.

**Qualifications** – List any special considerations or requirements in the following categories.

**Physical Demands:**

**Skills/Knowledge** (computer, machinery, typing):

**Other Requirements:** (Length of service with department (such as to handle money) or other special requirements: Organized. Problem solver. Leadership. Decision maker. Team player. Good verbal and written communication skills.

**Does this job supervise others?** Yes No

If so, how many people?

**Prepared By:**

**Date:** 07.16.2010

## AVFRD ADMINISTRATIVE JOB DESCRIPTION FORM

Complete the form below. Boxes will expand as necessary when typing.

**Job Title:** School Czar

**Purpose of Job:** Develop and maintain relationships with elementary, junior and high schools, daycares, and youth groups (church, Loudoun Soccer, AYFL) in Ashburn in order to develop a partnership for event promotion, participation and execution.

<b>Duties and Responsibilities:</b> List duties in order of importance, the interval in which the duty is performed (daily, monthly, annually, which specific months, etc), and the percentage of time spent on each duty. Add rows as necessary.		
Duty/Responsibility/Task	Interval	% of time
1. Develop and maintain a list of all schools, daycares and youth groups to target.	Ongoing	
2. Develop contact within each group	Ongoing	
3. Develop a list of services that AVFRD can provide (social hall, parking lot, sign rental, etc.) for their events and educate them on it	Annually with Quarterly Review	
4. Work with groups to permit advertising of AVFRD events to their audience (fliers in school folder, article in school newspaper, etc) - Work with Publicity Working Group as needed	As needed	
5. Work with high schools to determine best way to communicate and coordinate community service opportunities for students	Ongoing	
6. Work with groups to educate and encourage having events and involvement with AVFRD	Ongoing	
7. Assist in coordinating AVFRD participation in community events	Ongoing	
8.		

**Expectations regarding number of hours and times:** Most work can be done offsite of AVFRD. Daytime hours required.

**Qualifications** – List any special considerations or requirements in the following categories.

**Physical Demands:** None

**Skills/Knowledge** (computer, machinery, typing): E-mail

**Other Requirements:** (Length of service with department (such as to handle money) or other special requirements: Organized. Leadership. Decision maker. Team player. Good verbal and written communication skills. Pleasant demeanor.

**Does this job supervise others?** Yes No

**If so, how many people?** 5

**Prepared By:**

**Date:** 7/24/2010



## AVFRD ADMINISTRATIVE JOB DESCRIPTION FORM

Complete the form below. Boxes will expand as necessary when typing.

**Job Title:** School/Daycare Liason/Coordinator

**Purpose of Job:**

Increase communication and visibility of AVFRD in Community by developing and maintaining relationships with schools and daycares.

At a minimum, coordinators are needed for:

High Schools, Junior High Schools, Elementary Schools, Daycares, Youth Groups

**Duties and Responsibilities:** List duties in order of importance, the interval in which the duty is performed (daily, monthly, annually, which specific months, etc), and the percentage of time spent on each duty. Add rows as necessary.

Duty/Responsibility/Task	Interval	% of time
1. Develop/maintain point of contact(s) within assigned school/daycare	Ongoing	
2. Seek opportunities for AVFRD to provide presence/involvement/education with school/daycare	Ongoing	
3. Assist in coordinating AVFRD participation in school/daycare events (e.g. Golden Pond Safety Day)	As needed	
4. Work with AVFRD's Publicity Working Group to promote AVFRD events and news in the schools/daycares	As needed	
5.		
6.		

**Expectations regarding number of hours and times:** Most work can be done offsite of AVFRD. Daytime hours required.

**Qualifications –** List any special considerations or requirements in the following categories.

**Physical Demands:**

None

**Skills/Knowledge** (computer, machinery, typing):

None

**Other Requirements:** (Length of service with department (such as to handle money) or other special requirements: Organized. Leadership. Decision maker. Team player. Good verbal and written communication skills. Pleasant demeanor.

**Does this job supervise others?** Yes No

**If so, how many people?**

**Prepared By:**

**Date:** 07.24.2010



## AVFRD ADMINISTRATIVE JOB DESCRIPTION FORM

Complete the form below. Boxes will expand as necessary when typing.

**Job Title:** Sponsor Researcher

**Purpose of Job:** Identify potential sponsors by researching online for companies that target philanthropic interests that match the AVFRD mission (a company who sponsors programs focused on low income housing is not for us). Determine the appropriate POC, application process and deadlines.

<b>Duties and Responsibilities:</b> List duties in order of importance, the interval in which the duty is performed (daily, monthly, annually, which specific months, etc), and the percentage of time spent on each duty. Add rows as necessary.		
<b>Duty/Responsibility/Task</b>	<b>Interval</b>	<b>% of time</b>
1. Find potential sponsors through internet sites, newspaper/magazine advertising, word of mouth	Throughout year	70
2. Ascertain process to obtain sponsorship	Throughout year	20
3. Maintain spreadsheet/database of potential sponsors	Throughout year	10
4.		

**Expectations regarding number of hours and times:** Can be done at home

**Qualifications** – List any special considerations or requirements in the following categories.

**Physical Demands:** None

**Skills/Knowledge** (computer, machinery, typing): Need to be proficient at web surfing and web site navigation.

**Other Requirements:** (Length of service with department (such as to handle money) or other special requirements:

**Does this job supervise others?** Yes ☐ No ☒

**If so, how many people?**

**Prepared By:**

**Date:** March 14, 2010

## AVFRD ADMINISTRATIVE JOB DESCRIPTION FORM

Complete the form below. Boxes will expand as necessary when typing.

**Job Title:** Sponsor Solicitor - Corporate

**Purpose of Job:** Locate, contact and follow-up with potential corporate sponsors for AVFRD events.

**Duties and Responsibilities:** List duties in order of importance, the interval in which the duty is performed (daily, monthly, annually, which specific months, etc), and the percentage of time spent on each duty. Add rows as necessary.

Duty/Responsibility/Task	Interval	% of time
1. Contact potential sponsors by phone, e-mail, or in person	Heaviest Jan-Apr, and throughout year as needed	85
2. Maintain contact log	Heaviest Jan-Apr, and throughout year as needed	10
3. Assist event chair in writing thank you notes as needed	Quarterly	5
4.		

**Expectations regarding number of hours and times:** Many potential sponsors are only available in person or by phone during daytime working hours, however evening hours are also possible. Some contacts can be made through email as well. Total number of hours will be dependent on number of contacts made and need for re-contacting.

**Qualifications** – List any special considerations or requirements in the following categories.

**Physical Demands:** Some contacts are best done in person and require repeated visits. So, some walking involved.

**Skills/Knowledge** (computer, machinery, typing): Should be able to send email messages to potential sponsors with attachments.

**Other Requirements:** (Length of service with department (such as to handle money) or other special requirements:

**Does this job supervise others?** Yes ☒ No

**If so, how many people?**

**Prepared By:**

**Date:** March 14, 2010

## AVFRD ADMINISTRATIVE JOB DESCRIPTION FORM

Complete the form below. Boxes will expand as necessary when typing.

**Job Title:** Sponsorship Chair

**Purpose of Job:** To oversee AVFRD's efforts to obtain sponsorship for various community and fundraising events.

<b>Duties and Responsibilities:</b> List duties in order of importance, the interval in which the duty is performed (daily, monthly, annually, which specific months, etc), and the percentage of time spent on each duty. Add rows as necessary.		
Duty/Responsibility/Task	Interval	% of time
1. Maintain spreadsheet/database of local businesses	Constant	Major
2. Develop printed sponsorship materials	Heaviest Dec/Jan	Major
3. Track sponsorship requests (successful or not)	Constant	Major
4. Send sponsorship thank you letters	As needed	Minor
5. Solicit sponsors	Heaviest Jan-Mar	Major
6. Work with event chairs	As needed	Minor
7. Work with publicity group	As needed	Minor
8. Work with website group	As needed	Minor
9.		
10.		

**Expectations regarding number of hours and times:** Will include a mix of daytime and evening hours

**Qualifications –** List any special considerations or requirements in the following categories.

**Physical Demands:** May involve some walking while soliciting sponsors

**Skills/Knowledge** (computer, machinery, typing): Need to use spreadsheets, email, word processing

**Other Requirements:** (Length of service with department (such as to handle money) or other special requirements: Need to handle money, must be detail oriented, organized, personable with pleasant phone demeanor.

**Does this job supervise others?** ☒ Yes ☐ No

**If so, how many people?** Sponsorship committee

**Prepared By:**

**Date:** July 22, 2010

## AVFRD ADMINISTRATIVE JOB DESCRIPTION FORM

Complete the form below. Boxes will expand as necessary when typing.

**Job Title:** Sponsor Solicitor - Prizes

**Purpose of Job:** Identify, contact and follow-up with local businesses to donate raffle and door prizes for AVFRD fundraising events as well as AVFRD internal appreciation events (e.g. picnic, banquet).

<b>Duties and Responsibilities:</b> List duties in order of importance, the interval in which the duty is performed (daily, monthly, annually, which specific months, etc), and the percentage of time spent on each duty. Add rows as necessary.		
Duty/Responsibility/Task	Interval	% of time
1. Contact potential sponsors, usually in person, but also possibly by phone or e-mail.	2-3 months prior to fundraising or internal appreciation event requiring prizes	75%
2. Maintain contact log	2-3 months prior to fundraising or internal appreciation event requiring prizes	15%
3. Write thank you notes	As needed	10%
4.		
5.		

**Expectations regarding number of hours and times:** Most potential prize donation sponsors need to be contacted initially in person during daytime working hours. However evening hours are also possible. Follow up can be done in person, phone, or e-mail. Total number of hours will be dependent on number of contacts made and need for re-contacting.

**Qualifications** – List any special considerations or requirements in the following categories.

**Physical Demands:** Most contacts are best done in person and require repeated visits. So, some walking is involved.

**Skills/Knowledge** (computer, machinery, typing): Pleasant demeanor. Should be able to send email messages to potential sponsors with attachments.

**Other Requirements:** (Length of service with department (such as to handle money) or other special requirements:

**Does this job supervise others?** Yes No

**If so, how many people?**

**Prepared By:**

**Date:** 07.16.2010

## AVFRD ADMINISTRATIVE JOB DESCRIPTION FORM

Complete the form below. Boxes will expand as necessary when typing.

**Job Title:** Station Tour Guide

**Purpose of Job:** Give tours of stations 6 and/or 22, providing information about apparatus, equipment, what it means to be a volunteer organization, etc. (targeting message to audience). Most tours occur during birthday parties or are organized for youth groups (e.g. Cub Scouts). Group schedules event through Stand By/Community Outreach/Social Hall Coordinator.

<b>Duties and Responsibilities:</b> List duties in order of importance, the interval in which the duty is performed (daily, monthly, annually, which specific months, etc), and the percentage of time spent on each duty. Add rows as necessary.		
<b>Duty/Responsibility/Task</b>	<b>Interval</b>	<b>% of time</b>
1. Watch e-mails sent from Stand By/Community Outreach/Social Hall Coordinator and volunteer to give tours when available.	Ongoing	
2. Give station tours.	Ongoing	
3.		
4.		
5.		
6.		

**Expectations regarding number of hours and times:** Tours will occur during day, evening or weekend. Tours typically last 45 minutes.

**Qualifications** – List any special considerations or requirements in the following categories.

**Physical Demands:** Walking through station, potentially helping kids climb in and out of apparatus.

**Skills/Knowledge** (computer, machinery, typing):

**Other Requirements:** (Length of service with department (such as to handle money) or other special requirements: Knowledge of station, apparatus, equipment, etc – training provided. Outgoing, approachable, personable. Able to handle a group of children.

**Does this job supervise others?** Yes No

**If so, how many people?**

**Prepared By:**

**Date:** 07.22.2010

## AVFRD ADMINISTRATIVE JOB DESCRIPTION FORM

Complete the form below. Boxes will expand as necessary when typing.

**Job Title:** Video and Multimedia Guru

**Purpose of Job:** Produce videos or other multimedia presentations to assist with AVFRD's recruitment, retention, training and marketing efforts.

<b>Duties and Responsibilities:</b> List duties in order of importance, the interval in which the duty is performed (daily, monthly, annually, which specific months, etc), and the percentage of time spent on each duty. Add rows as necessary.		
Duty/Responsibility/Task	Interval	% of time
1. Capture video of AVFRD in action – training, responding to calls, at events, duty crew activities	Monthly, as needed	20-30 hours per month
2. Produce monthly video/multimedia presentation to show at monthly company meeting.	Monthly	15-25 hours
3. Produce video/multimedia presentation to assist with recruitment efforts	Annually	15-30 hours
4. Produce video/multimedia presentations for event marketing (Open House, Haunted House)	Quarterly	15-30 hours
5. Produce training videos if requested by Operational leadership	As needed	
6.		
7.		
8.		

**Expectations regarding number of hours and times:** Volunteers are on call from 6 p.m. – 6 a.m, while events are held on weekends, so most video capture would occur during this time. For production time, can work from home. Hours are flexible, but must meet deadlines. See above for approximate times and hours.

**Qualifications –** List any special considerations or requirements in the following categories.

**Physical Demands:** Must be willing and able to stand for long hours, and be agile.

**Skills/Knowledge** (computer, machinery, typing): Video taping, video editing, multimedia software,

**Other Requirements:** (Length of service with department (such as to handle money) or other special requirements: Responsibility. Awareness. Creativity. Must work well with others. Must be willing to attend most events and trainings. Must be responsible and capable of riding with duty crews, listen to officer instructions, and practice scene safety. Must become familiar with music licensing, privacy, waivers/notification, etc. rules.

**Does this job supervise others?** Yes No

**If so, how many people?**

**Prepared By:**

**Date:** 03.08.2010

## AVFRD ADMINISTRATIVE JOB DESCRIPTION FORM

Complete the form below. Boxes will expand as necessary when typing.

**Job Title:** Web Content Manager

**Purpose of Job:** Initiate coordination with Committee Chairs to determine the information that needs to be published on ashburnfirerescue.org, and write the content or proof/edit content submitted. If pictures or images need to be included, collaborate with the Graphic Designer to get them appropriately sized. Work with the Web Developer to get information published and keep the website current. Respond to inquiries submitted via the website.

<b>Duties and Responsibilities:</b> List duties in order of importance, the interval in which the duty is performed (daily, monthly, annually, which specific months, etc), and the percentage of time spent on each duty. Add rows as necessary.		
Duty/Responsibility/Task	Interval	% of time
1. Write/proof/edit content for website	Monthly (more time required in Dec-Jan to prep for new year)	3 hours
2. Manage pictures/images needed for website	Monthly (more time required in Dec-Jan to prep for new year)	1 hour
3. Respond to inquiries submitted via website (Might receive 5-10 inquiries per month)	As needed	1 hour
4.		
5.		
6.		

**Expectations regarding number of hours and times:** Can work from home. Hours are flexible, but must meet deadlines. See above for approximate times and hours.

**Qualifications –** List any special considerations or requirements in the following categories.

**Physical Demands:** N/A

**Skills/Knowledge** (computer, machinery, typing): Writing, grammar and word processing skills.

**Other Requirements:** (Length of service with department (such as to handle money) or other special requirements: Do need to be aware of AVFRD happenings and attend some events for "coverage" so membership is highly recommended.

**Does this job supervise others?** Yes No

**If so, how many people?**

**Prepared By:**

**Date:** 03.08.2010