

POSITION DESCRIPTION

YOUTH FIRE COORDINATOR

Wisconsin State Fire Inspectors Association
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Adopted	10/27/22
Revised	

Position Summary

The position of Youth Fire Coordinator for the Wisconsin State Fire Inspectors Association is for the purpose of developing and maintaining public education programs and materials as they pertain to youth fire setters and prevention.

This position will have responsibility for development and maintenance of youth fire setting materials for all association members to help provide uniformity state wide in areas of fire and life safety education trends and programs. Establish good working relationships with curriculum making bodies, other state and national organizations, and most important the members that make up this Association. This position shall work closely with the Community Risk Reduction & Public Education Director of the Association.

Fundamental Duties of the Position

- The development and maintenance of information and training resources related to youth fire setting
- Maintain resources for public education as it pertains to youth fire prevention for members
- Develop, modify, implement, evaluate and prioritize education and outreach programs for use by members

Essential Functions:

- Must be a member in good standing with the Association
- Be appointed to an indeterminate term by the President and confirmed by a majority vote by the Board of Directors.
- Be a voting member of the Board of Directors
- Have a working knowledge of CCR and public education programs
- Be present at Board meetings, General Business Meetings, or as directed by the President or designee.
- Assist the 1st Vice President as a facilitator of the Annual Conference and serve on the Conference Committee
- Takes actions necessary to support the mission statement of the Association.
- Implement all established goals and objectives through cooperative interaction and discussions with and under the direction of the Board of Directors.
- Provide and maintain resource materials to the membership.
- Establish work priorities, work schedules and coordinate work activity with the Board of Directors.
- Promote and provide trainings opportunities to all Association members.
- Perform quality control checks on programs to ensure they meet their stated goals/objectives.
- Develop a standardized method of how programs and educational materials will be housed and where they will be located.
- Assist Area Chairpersons in planning and coordinating fire prevention programs and materials.
- Explore grant opportunities the Association may be eligible for to offset training costs.
- Investigate internet based training opportunities to reduce the costs associated with travel and attendance.
- Assist as an ambassador of the Association when attending other state or national functions.

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Essential Knowledge, Skills and Abilities

- Time management skills
- Computer skills, ability to work with Microsoft Office Word, Excel and Power Point.
- Effective communication skills, both oral and written. Well developed interpersonal skills.
- Public relations, public speaking, salesmanship, and marketing skills.
- Ability to work on multiple projects/requests at same time.
- Ability to work within an organization in dynamic change.
- Basic understanding of effective instructional techniques and use of audiovisual equipment.
- Basic understanding of fire inspection techniques, enforcement procedures and responsibilities.
- Basic understanding of the state adopted regulations, codes and standards.
- Basic understanding of portable fire extinguishers, fixed fire extinguishing systems, automatic fire sprinkler systems, standpipe and hose systems, water supply systems, automatic and manual fire alarm systems and devices.
- Experience developing age appropriate public education programs.
- Basic knowledge of nationally established public education programs.
- Basic knowledge of emergency planning and preparedness techniques.
- Basic knowledge of juvenile fire setter deterrent programs and education.