Emergency Services Education Center

700 North High School Road
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https://esec.wayne.k12.in.us/

Job Description(s)

January 2026 Update (JRC)

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ESEC Finance Section Chief

Overview- This position is an ever evolving facet of the overall operational aspect of the Emergency Services Education Center (ESEC). This position requires leadership skills, professional development, and personnel management styles for financial responsibility for private and public platforms within the ESEC.

Prerequisites/Eligibility:

- Be in good standing with a credentialed Indiana fire, training center, and/or EMS agency. Approved eligibility also applies to any retiree of an Indiana Fire, EMS, or Training/Education Institution..
- Be familiar with program aspects relating to (but not limited to) fire training, EMS training, certifications and credentialing, logistical analysis, grant writing and application, operational chain of command, as well as crew integrity.
- Be familiar with safe and professional command structures and platforms.
- Be familiar with language interpersonal communications, and interpretation skills.

Scope of Work:

- Provide program wide communications to ESEC Staff (as needed).
- Provide financial guidance, and support for all programs including, but not limited to: (adult, A31, driving pad, EMS, CPAT, etc).
- Point of Contact for ESEC Board.
- Assist and Update Continuity of Operations Plan (COOP) plan as needed.
- Provide statistics and analysis of program budgets, attendance, record retention, records requests, scheduling, CPAT attendance, etc.
- Update staff structure as needed (I. E. staff movements).
- Maintain operating budget and fiscal responsibility.
- Provide support to the Logistics Section, if needed.
- Attend meetings established by school officials, and/or ESEC staff (as needed).
- Provide guidance and support as a voting board member on the ESEC Board, as established by the Program Manager.
- Supervise and coordinate operations with all Administrative and Operational staff.
- Attend conferences, training in-services, meetings, open houses as directed by school officials, and/or ESEC staff (as needed).
- May be assigned to a training event as proctor if needed.
- Speak to public media outlets as needed.

Classification:

- Administrative- EXECUTIVE (or as otherwise assigned by ESEC Board)

Pay Rate:

- This position is a contracted position, as established by the ESEC Board
- As submitted per day, hour, or year based on ESEC payment policies.
- This position requires various amounts of time/work at different times through event cycles. Proper notification of need is quantified by the ESEC Board.

Direct Reporting:

- This position is a direct report to the ESEC Board, and its designees (i.e. MSD Wayne Township Superintendent).

ESEC Program Director

Overview- This position is an ever evolving facet of the overall operational aspect of the Emergency Services Education Center (ESEC). This position requires leadership skills, professional development, and personnel management styles within the educational aspects of all learning and public platforms within the ESEC.

Prerequisites/Eligibility:

- Certified Fire Instructor II and/or EMS Primary Instructor.
- Be in good standing with a credentialed Indiana fire, training center, and/or EMS agency. Approved eligibility also applies to any retiree of an Indiana Fire, EMS, or Training/Education Institution.
- Be familiar with program aspects relating to (but not limited to) fire training, EMS training, certifications and credentialing, logistical analysis, and operational chain of command, as well as crew integrity.
- Be familiar with safe and professional command structures and platforms.
- Be familiar with language interpersonal communications, and interpretation skills.
- Be proficient with the use of Google Docs, Forms, Sheets, Calendar, Drive, Slides and Email.
- Be familiar with Microsoft Word and Excel.
- Be familiar with State and Local regulations that pertain to Fire, EMS or Training/Education
- Be able to pass required background checks to work with High School students

Scope of Work:

- Provide program wide communications on a regular basis.
- Provide guidance, and support for all programs (adult, A31, driving pad, EMS, CPAT).
- POC for fire, EMS and A31 high school program stakeholders.
- Update Continuity of Operations Plan (COOP) plan as needed.
- Provide statistics and analysis of training, certifications, CPAT attendance, etc.
- Update staff structure as needed (I. E staff movements).
- Maintain operating budget and fiscal responsibility.
- Prepare and deliver quotes for ESEC training asset usage
- Perform necessary clerical functions to comply with the legal fitness requirements of ESEC.
- Maintain a current database of contracted ESEC instructors
- Permitting
- Applications with State (Fire & EMT)
- Provide support to the Logistics Section, if needed.
- Attend conferences, meetings and training events established by manager and/or school officials.
- Provide guidance and support as a voting board member on the ESEC Board as established by the Program Manager.
- Supervise and coordinate operations with all Lead Instructors. This includes establishing all curricula, as well as filing with the Indiana Department of Homeland Security.
- Appointed as Point of Contact for National Registry of EMT (NREMT), IVY Tech Dual Credit Systems; and all school affiliated programs and softwares.
- Remain certified as an Indiana Fire Instructor per NFPA 1041: Fire & Emergency Services Instructor; and/or EMS Primary Instructor per the National Registry of Emergency Medical Technicians.
- May be assigned to training events as instructor, evaluator and/or proctor if needed.
- Speak to public media outlets as needed.
- Maintain Website and WebApp
- Oversee Hiring personnel
- Other duties as requested and assigned.

Classification:

- Administrative- EXECUTIVE (or as otherwise assigned by Manager)

Pay Rate:

- This position is a contracted position, as established by the ESEC Manager.
- This position requires various amounts of time/work at different times through event cycles. Proper notification of need is quantified by the ESEC Manager.

Direct Reporting:

- This position is a direct report to the ESEC Manager.

ESEC Program Deputy Director

Overview- This position is an ever evolving facet of the overall operational aspect of the Emergency Services Education Center (ESEC). This position requires leadership skills, professional development, and personnel management styles within the educational aspects of all learning and public platforms within the ESEC.

Prerequisites/Eligibility:

- Certified Fire Instructor II and/or EMS Primary Instructor.
- Be in good standing with a credentialed Indiana fire, training center, and/or EMS agency. Approved eligibility also applies to any retiree of an Indiana Fire, EMS, or Training/Education Institution.
- Be familiar with program aspects relating to (but not limited to) fire training, EMS training, certifications and credentialing, logistical analysis, operational chain of command, as well as crew integrity.
- Be familiar with safe and professional command structures and platforms.
- Be familiar with language interpersonal communications, and interpretation skills.
- Be familiar with State and Local regulations that pertain to Fire, EMS or Training/Education
- Be able to pass required background checks to work with High School students

Scope of Work:

- Provide program wide communications, as needed, or directed via the ESEC Manager, and/or Director.
- Update staff structure as needed (I. E staff movements).
- Assist the Program Director with maintaining operating budget and fiscal responsibility.
- Provide support to the Logistics Section, if needed.
- Attend meetings, conferences and training events established by the Manager and/or Director.
- Supervise and coordinate operations with all Lead Instructors. This includes assisting in the monitoring of all curricula, such as certification needs with the Indiana Department of Homeland Security.
- Remain certified as an Indiana Fire Instructor per NFPA 1041: Fire & Emergency Services Instructor; and/or EMS Primary Instructor per the National Registry of Emergency Medical Technicians.
- May be assigned to training events as instructor, evaluator and/or proctor if needed.
- Speak to public media outlets as needed.

Classification:

- Administrative- EXECUTIVE (or as otherwise assigned by Manager, and/or Director)

Pay Rate:

- This position is a contracted position, as established by the ESEC Manager.
- As submitted per day, or hour based on ESEC payment policies.
- This position requires various amounts of time/work at different times through event cycles. Proper notification of need is quantified by the ESEC Manager.

Direct Reporting:

- This position is a direct report to the ESEC Program Director.

ESEC Administrative Support Personnel

Overview- This position is an ever evolving facet of the overall operational aspect of the Emergency Services Education Center (ESEC). This position requires leadership skills, professional development, and personnel management styles within the educational aspects of all learning and public platforms within the ESEC.

Positions Identified:

- Logistics Section Chief (knowledge in NFPA 1402/1403)
- Fire / Safety Coordinator / Chief of Safety & Prevention(knowledge in NFPA 1402/1403)
- CPAT Coordinator
- Physical Fitness Liaison
- Public Information Section Aid
- Skill Evaluation Aid/Evaluator/Lab Assistant

Prerequisites/Eligibility:

- Certified Fire Instructor II and/or EMS Primary Instructor ***(Logistics Section Chief; Chief of Safety/Prevention; Fire/Safety Coordinator (Chief). Assistants are required to have knowledge (certification of level assisting) in the session in which they are participating in and shall be directed under the direction of a direct supervisor and/or Program Director.***
- Be in good standing with a credentialed Indiana fire, training center, and/or EMS agency. Approved eligibility also applies to any retiree of an Indiana Fire, EMS, or Training/Education Institution.
- Be familiar with program aspects relating to (but not limited to) fire training, EMS training, certifications and credentialing, logistical analysis, grant writing and application, operational chain of command, as well as crew integrity.
- Be familiar with safe and professional command structures and platforms.
- Be familiar with language interpersonal communications, and interpretation skills.

Scope of Work:

- Provide program wide communications, as needed or requested per the ESEC Manager and/or Director.
- Provide guidance, and support for all programs (adult, A31, driving pad, EMS, Fire, CPAT).
- POC for fire and EMS program stakeholders; POC for agility testing (CPAT).
- Assist in the update of the ESEC Continuity of Operations Plan (COOP) plan as needed.
- Provide statistics and analysis of training, certifications, CPAT attendance, etc.
- Update staff structure as needed (I. E. staff movements).
- Maintain operating budget and fiscal responsibility.
- Provide support to the Executive Section, if needed.
- Attend meetings, conferences, training events, as established by the Manager and/or Director.
- Assist in the supervision and support, by the coordination of operations with all Administrative and Operational Instructors.
- Remain certified as an Indiana Fire Instructor per NFPA 1041: Fire & Emergency Services Instructor; and/or EMS Primary Instructor per the National Registry of Emergency Medical Technicians.
- ***Fire/Safety Coordinator-*** Remain certified as an Indiana certified Health/Incident Safety Officer per NFPA 1521: Standard for Fire Department Safety Officer. National Fire Academy certificates, and/or certifications are considered to be VALID and ACCEPTED, as alternative records.
- May be assigned to training events as instructor, evaluator and/or proctor if needed.
- Speak to public media outlets as needed.
- Oversee the Next Level Training Initiative
- Oversee the Ignition Safety Team

Classification:

- Administrative- EXECUTIVE / OPERATIONS (or as otherwise assigned by Program Director)

Pay Rate:

- This position is a contracted position, as established by the ESEC Manager.
- This position requires various amounts of time/work at different times through event cycles. Proper notification of need is quantified by the ESEC Manager.

Direct Reporting:

- This position is a direct report to the ESEC Program Director (and/or designees assigned).

NOTE:

NFPA 1402- Standard on Facilities for Fire Training and Associated Props.
NFPA 1403- Standard for Live Fire Training Evolutions.
NFPA 1670- Standard on Operations and Training for Technical Search and Rescue Incidents
All Assistants (non ESEC Contractors) shall maintain a valid WAIVER of LIABILITY for the ESEC at all times, along with understanding of ESEC policies and procedures.

ESEC Public Information Officer

Overview- This position is an ever evolving facet of the overall operational aspect of the Emergency Services Education Center (ESEC). This position requires drive, passion and the ability to learn, listen and report educational aspects of all learning platforms within the ESEC.

Prerequisites/Eligibility:

- Be familiar with safe and professional social media policies.
- Understand the operation of social media platforms.
- Be familiar with language interpersonal communications, and interpretation skills.

Scope of Work:

- Create social media platforms in a safe and secure environment.
- Ensure proper grammar, picture and verbiage uploads adhering to all social media policies.
- Attend various classes and programs to obtain content for social media
- Post event pictures, ads, educational materials to enlist a positive image of the scope of learning, education and training that the ESEC programs offer.

Classification:

- Adjunct Instructor- ADMINISTRATION (or as otherwise assigned or designated by Director)

Pay Rate:

- As submitted per day, or hour based on ESEC payment policies.
- This position requires various amounts of time/work at different times through event cycles. Proper notification of need is quantified by Manager and/or Director.

Direct Reporting:

- This position is a direct report to the ESEC Manager and/or ESEC Program Director (and/or designees assigned).

ESEC Lead Instructor

Overview- This position is an ever evolving facet of the overall operational aspect of the Emergency Services Education Center (ESEC). This position requires leadership skills, professional development, and personnel management styles within the educational aspects of all learning and public platforms within the ESEC.

Prerequisites/Eligibility:

- Certified Fire Instructor I and/or EMS Primary Instructor.
- Be in good standing with a credentialed Indiana fire, training center, and/or EMS agency. Approved eligibility also applies to any retiree of an Indiana Fire, EMS, or Training/Education Institution.
- Be familiar with program aspects relating to (but not limited to) fire training, EMS training, certifications and credentialing, operational chain of command, as well as crew integrity.
- Be familiar with safe and professional command structures and platforms.
- Be familiar with language interpersonal communications, and interpretation skills.
- Be able to pass required background checks to work with High School students

Scope of Work:

- Recommended attendance submission by 0745 and 1245 (Area 31); Adult FF and Adult EMS program(s) may record attendance, per their individual reporting platform, as the program sees fit. (Sign in rosters are required to be maintained during the course duration).
- Remain certified as an Indiana Fire Instructor I per NFPA 1041: Standard for Fire & Emergency Services Instructor; and/or EMS Primary Instructor per the National Registry for Emergency Medical Technicians.
- Establish scheduling as it relates to the training calendar, along with maintaining the calendar for training activities for the day.
- Coordinate logistics with Logistics Section Chief (if needed)
- Prefer to be on grounds by 0700 and 1200 to prepare for rotation (Area 31); Adult FF and Adult EMS program(s) may establish instructor, evaluator, proctor schedule as needed.
- Supervise adjunct instructors.
- Coordinate communication with ESEC Program Director, Deputy Director, school staff, other instructors, students, etc.
- Provide support for adjunct instructors.
- Set shift schedule for instructors by mid-late current month; amend changes to staffing as needed in calendar.
- Provide end of day briefings via pass on to other Leads.
- Supervise and monitor skills and ensure completion by signing off skills (or assign other instructors to do so).
- Other duties as assigned via ESEC Manager, Director, and/or Deputy Director.

Classification:

- Lead Instructor- OPERATIONS (or as otherwise assigned by Director)

Pay Rate:

- This position is a contracted position, as established by the ESEC Manager.
- As submitted per day, or hour based on ESEC payment policies.
- This position requires various amounts of time/work at different times through event cycles. Proper notification of need is quantified by the ESEC Program Director.

Direct Reporting:

- This position is a direct report to the ESEC Program Director and/or Deputy Director (as established and quantified via Program Director).

ESEC Adjunct Instructor

Overview- This position is an ever evolving facet of the overall operational aspect of the Emergency Services Education Center (ESEC). This position requires leadership skills, professional development, and personnel training and evaluation styles within the educational aspects of all learning and public platforms within the ESEC.

Prerequisites/Eligibility:

- Certified Fire Instructor I and/or EMS Primary Instructor.
- Be in good standing with a credentialed Indiana fire, training center, and/or EMS agency. Approved eligibility also applies to any retiree of an Indiana Fire, EMS, or Training/Education Institution.
- Be familiar with program aspects relating to (but not limited to) fire training, EMS training, certifications and credentialing, operational chain of command, as well as crew integrity.
- Be familiar with safe and professional command structures and platforms.
- Be familiar with language interpersonal communications, and interpretation skills.
- Be able to pass required background checks to work with High School students

Scope of Work:

- Remain certified as an Indiana Fire Instructor I per NFPA 1041: Standard for Fire & Emergency Services Instructor; and/or EMS Primary Instructor per the National Registry for Emergency Medical Technicians.
- Establish scheduling as it relates to the training calendar, along with maintaining the calendar for training activities for the day.
- Report to Lead Instructor.
- Coordinate logistics for training/evaluation period(s) with Lead Instructor, as needed.
- Prefer to be on grounds no later than 0740 and 1210 to prepare for rotations established by Lead Instructor (Area 31). For Adult FF and Adult EMS program(s), the Lead Instructor shall delegate time and location, as needed.
- Instruct, evaluate and/or proctor NFPA and DOE curricula and testing as outlined per the ESEC Program Director, and/or Deputy Director.
- Coordinate communication with students and other adjunct instructors during class sessions.
- Provide end of day after action to all class/skills participants and instructors.
- Other duties as assigned via ESEC Manager, Director, Deputy Director and/or Lead Instructor.

Classification:

- Adjunct Instructor- OPERATIONS (or as otherwise assigned by Director)

Pay Rate:

- As submitted per day, or hour based on ESEC payment policies.
- This position requires various amounts of time/work at different times through event cycles. Proper notification of need is quantified by the ESEC Program Director.

Direct Reporting:

- This position is a direct report to the Lead Instructor.

ESEC Operations Section Chief

Overview- This position is an ever evolving facet of the overall operational aspect of the Emergency Services Education Center (ESEC). This position requires leadership skills, professional development, and personnel management styles within the educational aspects of all learning and public platforms within the ESEC.

Prerequisites/Eligibility:

- Certified Fire Instructor II and/or EMS Primary Instructor.
- Be in good standing with a credentialed Indiana fire, training center, and/or EMS agency. Approved eligibility also applies to any retiree of an Indiana Fire, EMS, or Training/Education Institution.
- Be familiar with program aspects relating to (but not limited to) fire training, EMS training, certifications and credentialing, logistical analysis, operational chain of command, as well as crew integrity.
- Be familiar with safe and professional interpersonal communications, structures and platforms..

Scope of Work:

- Provide program communications on a regular basis to the Program Director, as requested.
- Provide operational guidance, and support for the Adult Firefighter and EMT Programs.
- Assist in the Update Continuity of Operations Plan (COOP) plan as needed.
- Provide statistics, analysis and other reports of training to the Program Director, as indicated or requested. Analysis shall be completed based upon day to day management, as directed.
- Provide support to the Logistics Section, if needed.
- Attend conferences, meetings and training events established by ESEC Manager and/or Program Director.
- Assist in the daily coordination of operations with all Lead Instructors, Program Director and Deputy Program Director. This includes the assistance in establishing and/or operating within all curricula, per the Indiana Department of Homeland Security, as well as ensuring that logistics are delivered and managed properly with cooperation of the Logistics Section Chief.
- Remain certified as an Indiana Fire Instructor per NFPA 1041: Fire & Emergency Services Instructor; and/or EMS Primary Instructor per the National Registry of Emergency Medical Technicians.
- May be assigned to training events as instructor, evaluator and/or proctor if needed.

Classification:

- Administrative- OPERATIONS (or as otherwise assigned by Program Director)

Pay Rate:

- This position is a contracted position, as established by the ESEC Manager.
- This position requires various amounts of time/work at different times through event cycles. Proper notification of need is quantified by the ESEC Manager.

Direct Reporting:

- This position is a direct report to the ESEC Program Director (and/or designees assigned).

ESEC Technical Rescue/NLT Training Coordinator (Section Chief)

Overview- This position is an ever evolving facet of the overall operational aspect of the Emergency Services Education Center (ESEC). This position requires leadership skills, professional development, and personnel management styles within the educational aspects of all learning and public platforms within the ESEC.

Prerequisites/Eligibility:

- Certified Fire Instructor II and/or EMS Primary Instructor.
- Experience, knowledge and/or certification as a Technical Rescue Technician, per NFPA 1006: Standard for Technical Rescue Personnel Professional Qualifications.
- Be in good standing with a credentialed Indiana fire, training center, and/or EMS agency. Approved eligibility also applies to any retiree of an Indiana Fire, EMS, or Training/Education Institution.
- Be familiar with program aspects relating to (but not limited to) fire training, EMS training, certifications and credentialing, logistical analysis, operational chain of command, as well as crew integrity. This includes interpersonal communications and interpretation skills.

Scope of Work:

- Provide operational guidance, and support for all programs (adult, A31, driving pad, EMS, CPAT).
- POC for technical rescue related programs and functions.
- Assist in the Update Continuity of Operations Plan (COOP) plan as needed.
- Provide statistics and analysis of training, certifications, etc. to Program Director, as indicated
- Provide support to the Logistics Section, if needed.
- Attend conferences, meetings and training events established by ESEC Executive Leadership.
- Assist in the supervision of/ and coordination of *NFPA 1670- Standard on Operations and Training for Technical Search and Rescue Incidents*: technical rescue related courses and/or classes including (but not limited): *rope rescue, confined space, trench, vehicle extrication, radio tower*. This includes the assistance in establishing and/or operating within all curricula, per the Indiana Department of Homeland Security.
- Assist in creating and bringing in classes for the Next Level Training Initiative
- Remain certified as an Indiana Fire Instructor per NFPA 1041: Fire & Emergency Services Instructor; and/or EMS Primary Instructor per the National Registry of Emergency Medical Technicians.
- May be assigned to training event as instructor, evaluator and/or proctor if needed.
- Speak to public media outlets as needed.

Classification:

- Administrative- OPERATIONS (or as otherwise assigned by Program Director)

Pay Rate:

- This position is a contracted position, as established by the ESEC Manager.
- This position requires various amounts of time/work at different times through event cycles.
- Proper notification of need is quantified by the ESEC Manager.

Direct Reporting:

- This position is a direct report to the ESEC Program Director (and/or designees assigned).

ESEC Burn Team Coordinator

Overview

This position is an ever-evolving facet of the overall operations of the Emergency Services Education Center (ESEC). This position requires discipline, time management, leadership skills, professional development and the ability to multi-task.

Prerequisites and Eligibility

- Be and remain in good standing with a credentialed Indiana fire and or EMS agency.
- Be familiar with program aspects relating to but not limited to live fire training (NFPA 1403), EMS training, certifications, credentialing, operational chain of command as well as crew integrity.
- Be familiar with safe and professional command structures and platforms.
- Be familiar with interpersonal communication, listening and interpretation skills.
- Remain certified as an Indiana Fire Service Instructor I per NFPA 1041: Standard for Fire and Emergency Services Instructor.

Scope of work

- Establish safe practices within all safety standards for all training activities, including live fire evolutions, for the day. All instructors within the Burn Team shall have the ability to terminate unsafe practices.
- Ensure burn plans are submitted by participating departments no less than 7 days before the planned burns.
- Review burn plans and provide feedback for improvement and/or needs.
- Ensure all participating burn team members are aware of the burn plan.
- Remain up to date on NFPA 1403 changes and updates.
- Coordinate logistics for live fire training with the ESEC logistics staff and other burn team members.
- Coordinate communications with instructors, burn team members, and participating departments involved with live fire training.
- Instruct and evaluate Live Fire Training Education for all burn team members.
- Develop and maintain the Train the Trainer program for all future burn team members.
- Schedule and instruct bi-annual burn team training, ensuring all members can attend.
- Ensure all Lead Burn Team staff understand and complete all required paperwork and online forms after each live fire training.
- Ensure proper staffing is available for all live burn training.
- Ensure the google form for live burn training is current and void of all past live burn signups.
- Ensure that the burn team members, that worked during the current month, submit their payroll hours on or before the monthly submission dates.
- Maintain a current medical evaluation with a credentialed medical provider. Utilizing your department's medical evaluation is acceptable.
- Ensure that all materials needed to complete the live fire training are present on grounds no less than 24 hours prior to scheduled burns.
- Maintain a bi-weekly inventory count of all burn team needs to include pallets, OSB, straw, propane torches and propane cylinders.
- Communicate the inventory needs bi-weekly to the logistics chief.
- Ensure the professionalism of the burn team staff.
- Ensure the live fire training provided to the participating departments meets all expectations and needs.
- Maintain a clean and organized class A burn building area that reflects the level of professionalism expected by the Director of the ESEC.
- Maintain all burn team equipment (shovels, brooms, squeegee’s, etc..), keeping it in working condition.

- Ensure all burn team members remain current on their Indiana State Fire Services Instructor certifications as well as their Annual Mask Fit testing. We will accept a member's department fit test evaluation if it is for a Scott SCBA mask. If a member's department uses a SCBA other than the Scott SCBA mask, they must schedule a fit test with ESEC logistics.
- Other duties as assigned by the Director, Deputy Director, Operations Section Chief, Logistics Section Chief, Lead Instructors and Program Manager.

Classification:

- Burn team Coordinator is Captain rank, under the Division Chief of Logistics

Pay Rate

- Pay submitted per month, based upon hours worked during the month or as ESEC policy dictates.
- This position requires various amounts of time/work at different times through event cycles. Proper notification of need is quantified by the ESEC program director.

Direct Report

- This position is a direct report to the Chief of Logistics.

ESEC Burn Team Member

Overview- This position is an ever evolving facet of the overall operational aspect of the Emergency Services Education Center (ESEC). This position requires leadership skills, professional development, and personnel training and evaluation styles within the educational aspects of all learning and public platforms within the ESEC.

Prerequisites/Eligibility:

- Be in good standing with a credentialed Indiana fire, and/or EMS agency.
- Be familiar with program aspects relating to (but not limited to) fire training, EMS training, certifications and credentialing, operational chain of command, as well as crew integrity.
- Be familiar with safe and professional command structures and platforms.
- Be familiar with language interpersonal communications, and interpretation skills.

Scope of Work:

- Remain certified as an Indiana Fire Instructor I per NFPA 1041: Standard for Fire & Emergency Services Instructor.
- Establish safe practices within all safety standards for training activities for the day. Instructors within the Burn Team shall have the ability to terminate unsafe practices.
- Review burn plans and provide feedback for improvement and/or needs.
- Maintain knowledge in ***NFPA 1403: Standard for Live Fire Training Evolutions***.
- Coordinate logistics for training/evaluation period(s) with Lead Instructor, as needed.
- Instruct, evaluate and/or proctor Live Fire Training, Education and Testing abilities (if needed, or as directed via the Logistics Section Chief, or Program Director).
- Coordinate communication with students and other adjunct instructors.
- Maintain medical evaluation (minimum of one per year) with credentialed Indiana fire, and/or EMS agency.
- Provide end of day after action to all class/skills participants and instructors.
- Other duties as assigned via ESEC Manager, Program Director, Deputy Director, Operations Section Chief, Logistics Section Chief and/or Lead Instructor.

Classification:

- Adjunct Instructor- OPERATIONS (or as otherwise assigned by Program Director)

Pay Rate:

- As submitted per day, or hour based on ESEC payment policies.
- This position requires various amounts of time/work at different times through event cycles. Proper notification of need is quantified by ESEC Program Director, or designee.

Direct Reporting:

- This position is a direct report to the Chief of Safety and Prevention (and/or designees assigned).

ESEC Intern

Overview- This position is an ever evolving facet of the overall operational aspect of the Emergency Services Education Center (ESEC). This position requires leadership skills, professional development, and personnel management styles within the educational aspects of all learning and public platforms within the ESEC.

Prerequisites/Eligibility:

- At least eighteen (18) years of age, with approval from a written recommendation process.
- Be a positive influence with the ability to mentor others, as well as be mentored.
- Be familiar with program aspects relating to (but not limited to) fire training, EMS training, operational chain of command, as well as crew integrity.
- Be familiar with safe and professional command structures and platforms.
- Be familiar with language interpersonal communications, and interpretation skills.
- Conduct self in respectful and professional manner at all times.
- Waiver of Liability shall be filed (with retention) with the ESEC Manager at all times.

Scope of Work:

- Provide operational support for the ESEC program.
- Provide support to the Administrative and Operations Sections, as needed.
- Attend conferences, meetings and training events established by the Manager and/or Program Director.
- Assist in the coordination of fire and EMS training needs including (but not limited to): fire equipment, office/classroom equipment, maintenance, etc.
- Other duties as assigned by Program Manager, Director and/or Logistics Section Chief.

Classification:

- OPERATIONS (or as otherwise assigned by Program Director).

Pay Rate:

- This position is a voluntary position, as established by the selection process, verified by the ESEC Manager. No financial compensation shall be issued to this position.
- This position requires various amounts of time/work at different times through event cycles.
- Recommendation letter shall be provided to college, emergency services agency, public or private organizations in which intern applies by Program Director and/or their designees.

Direct Reporting:

- This position is a direct report to the ESEC Program Director (and/or designees assigned).

ESEC Executive Liaison to the Program Manager

Overview- This position is an ever evolving facet of the overall operational aspect of the Emergency Services Education Center (ESEC). This position requires leadership skills, professional development, and personnel management styles within the educational aspects of all learning and public platforms within the ESEC.

Prerequisites/Eligibility:

- Certified Fire Instructor II/III and/or EMS Primary Instructor.
- Be in good standing with a credentialed Indiana fire, training center, and/or EMS agency. Approved eligibility also applies to any retiree of an Indiana Fire, EMS, or Training/Education Institution.
- Be familiar with program aspects relating to (but not limited to) fire training, EMS training, certifications and credentialing, logistical analysis, grant writing and application, operational chain of command, as well as crew integrity.
- Be familiar with safe and professional command structures and platforms.
- Be familiar with language interpersonal communications, and interpretation skills.
- Be proficient with the use of Google Docs, Forms, Sheets, Calendar, Drive, Slides and Email.
- Be familiar with Microsoft Word and Excel.
- Be familiar with State and Local regulations that pertain to Fire, EMS or Training/Education
- Be able to pass required background checks to work with High School students

Scope of Work:

- *Remain as a Liaison Officer during the transition of power from previous/acting Program Director to newly appointed Program Director during the transition calendar year (unless otherwise specified by Program Manager).*
- Provide program wide communications on a regular basis.
- Provide guidance, and support for all programs (adult, A31, driving pad, EMS, CPAT).
- *Assist in transition as POC for fire, EMS and A31 high school program stakeholders.*
- Update Continuity of Operations Plan (COOP) plan as needed.
- Provide statistics and analysis of training, certifications, CPAT attendance, etc.
- Update staff structure as needed (I. E staff movements).
- Provide support to ESEC sections, if needed.
- Remain certified as an Indiana Fire Instructor per NFPA 1041: Fire & Emergency Services Instructor; and/or EMS Primary Instructor per the National Registry of Emergency Medical Technicians.
- May be assigned to training events as instructor, evaluator and/or proctor if needed.
- Conduct investigations and inquiries into violations from complaints, inquiries, and requests into discipline related issues (student and instructor).
- Develop and implement strategy for grant guidance and funding support.
- Oversee purchase request for cost and use needs
- Remain POC for District 5 training events
- Provide compliance reviews for Federal, State and Local regulations
- Attend Board meeting as requested
- Oversee testing integrity

Classification:

- Administrative- EXECUTIVE (or as otherwise assigned by ESEC Manager)

Pay Rate:

- This position is a contracted position, as established by the ESEC Manager.
- This position requires various amounts of time/work at different times through event cycles. Proper notification of need is quantified by the ESEC Manager.

Direct Reporting:

- This position is a direct report to the ESEC Program Manager (and/or designees assigned).

ESEC Technology & Systems Administrator

Overview

This position is an integral and evolving component of the overall operations of the **Emergency Services Education Center (ESEC)**.

The Technology & Systems Administrator will help oversee program-wide communications, and manage the systems and technologies that power ESEC's training, logistics, and administrative infrastructure.

Prerequisites / Eligibility

- Certified **Fire Instructor II** and/or **EMS Primary Instructor**.
- In good standing with a credentialed Indiana fire training center and/or EMS agency.
- Approved eligibility extends to retirees of Indiana Fire, EMS, or Training/Education institutions.
- Familiarity with:
    - Fire and EMS training programs, certifications, and credentialing.
    - Logistical analysis and operational chain of command.
    - State and local regulations pertaining to Fire, EMS, and Education.
    - Safe and professional command structures and crew integrity.
    - Interpersonal communication, documentation, and interpretation.
- Must be able to pass all background checks required to work with high school students.
- Strong proficiency in **Google Workspace (Sheets, Docs, Forms, Slides, Apps Script)** and other digital systems.

Scope of Work

Program Administration

- Provide program-wide communications as needed or directed by the ESEC Manager and/or Director.
- Assist the Program Director in maintaining operational budgets and ensuring fiscal responsibility through program Dashboards and data visualization.
- Attend meetings, conferences, and training events as directed.

Technology & Systems Management

- Maintain and update **ESEC's website**, databases, and internal systems.
- Build, maintain, and optimize **spreadsheets, forms, and data dashboards** for program operations and reporting.

- Develop automated systems and workflows.
- Ensure all systems remain functional, accurate, and user-accessible.
- Provide technical support and problem-solving assistance to staff and instructors.
- Generate data-driven reports and visualizations to support decision-making.
- Manage data integrity, archiving, and secure information handling.

Marketing, Media & Program Support

- Create and distribute flyers, digital materials, and other marketing content to promote the ESEC program as directed by the Program Manager and Program Director.
- Help Manage social media presence and branding in alignment with ESEC's mission and goals.
- Design and issue certificates of completion, awards, and honors as requested.

Classification

Administrative — **EXECUTIVE / TECHNICAL HYBRID ROLE**
(Or as otherwise assigned by the ESEC Manager and/or Director)

Compensation

This is a **contracted position** as established by the ESEC Manager.

- Compensation may be structured as a **monthly set pay**.
- Workload will vary depending on program cycles, events, and operational needs.
- Proper notification of work expectations will be communicated by the ESEC Manager.

Direct Reporting

This position reports directly to the **ESEC Program Director** and collaborates closely with the ESEC Manager.

ESEC Sponsorship Coordinator

Overview:
This position supports the development and sustainability of all ESEC programs by securing external funding through sponsorships. It requires strong networking skills, professional communication, and the ability to engage and maintain relationships with sponsors across regional, local, and national levels. The Sponsorship Coordinator will work to identify and secure sponsorships while maintaining close communication with the ESEC Program Director.

Prerequisites/Eligibility:

- Demonstrated experience in sponsorship acquisition, fundraising, or business development.
- Existing network of contacts with potential sponsors or funding sources.
- Ability to communicate professionally with corporate, private, and community-based entities.
- Familiarity with nonprofit, public service, or educational program funding is preferred but not required.
- Must be able to work independently in a remote capacity while maintaining accountability and communication.
- Must be professional, organized, and reliable in representing ESEC to external stakeholders.

Scope of Work:

- Identify, contact, and secure sponsorships for all ESEC-affiliated programs, including but not limited to Next Level Training.
- Develop and maintain relationships with new and existing sponsors to support long-term funding opportunities.
- Coordinate with program heads as needed to tailor sponsorship approaches, while keeping the Program Director informed at all times.
- Track and report sponsorship progress and funding secured.
- Serve as the primary point of contact for sponsorship-related communication and follow-up.
- Actively represent ESEC's mission and values to potential funders.

Classification:
Administrative – DEVELOPMENT (or as otherwise assigned by Manager and/or Director)

Direct Reporting:
This position is a direct report to the ESEC Program Director.

Collaboration with individual program leads is permitted with full notification to the Program Director.