

	<b>Lower Providence Emergency Medical Service Standard Operating Guidelines</b>	
	<b>Subject:</b> <i>Member Guidelines – Volunteer Coordinator</i>	<b>SOG #101-0030</b>
	<b>Approved:</b> Chief Christopher J. Reynolds	<b>Initiated:</b> October 2023  <b>Revised:</b> N/A

## Classification

Committee Head

## Reports to

Training Officer

## POSITION DESCRIPTION

### Summary/Objective

The Volunteer Coordinator will coordinate and oversee a committee of individuals that will be the primary point of contact for current and potential volunteers at LPEMS. Coordinator will work hand in hand with the Training Officer, Engineer, and Chief of Operations to ensure all volunteer members have a consistent point of contact.

### Essential Functions

1. Remain in compliance with ACT 37.
2. Provide pre-hospital care to ill or injured patients at current certification level, utilizing the decision making needed to properly transport patients to necessary medical facilities based on facility capability.
3. Establishes and maintains a working environment conducive to positive morale, quality, and teamwork.
4. Coordinate the direction of assigned personnel including monitoring work assignments, work closely with officers and committee heads to direct and mentor their efforts.

### Responsibilities

1. Receive all volunteer applications and ride along requests and establish contact with potential members in a timely fashion.
2. Conduct initial interview with potential member(s)
3. Conduct Background check and obtain Child Abuse Clearance from all potential members (18 & over) prior to proposal for membership.
4. Explain LPEMS SOG's and policies to all new members.
5. Ensure copy of application, Background checks, and any certifications are provided to Training Officer for file.
6. Maintain a volunteer personnel file with original copies in locked file cabinet.
7. Coordinate with Uniform Coordinator, for uniforms and scheduling access.
8. Ensure Volunteer's meet with Training Officer for packet and ensure completion of skills.

9. Make recommendation to Training officer and Chief of Operations in writing post packet completion, and/or when Coordinator feels comfortable member is prepared for Attendant Status.
10. Make recommendation to the Engineer and Chief of Operations in writing when Coordinator feels comfortable Volunteer Attendant (21 & Older) is in their opinion ready to begin Driver Training Program.
11. Serve as liaison from Volunteer's to the Chief of Operations
12. Will submit a written report to the Training Officer and Chief of Operations by the 3<sup>rd</sup> Friday of the month.

## Competencies

1. Ethical Conduct.
2. Stress Management/Composure.
3. Problem Solving/Analysis.
4. Communication Proficiency.
5. Strategic Thinking.
6. Teamwork Orientation.
7. Diversity and Inclusion.

## Supervisory Responsibility

The Volunteer Coordinator will oversee members of the committee only while engaged in committee assigned responsibilities.

## Signatures

This position description has been approved by all levels of management:

Member signature below constitutes understanding of the requirements, essential functions, and duties of the position.

Member \_\_\_\_\_ Date \_\_\_\_\_

Chief of Operations : \_\_\_\_\_

CC: File

