

# **Black Forest Fire Rescue Protection District**

## **Volunteer EMS Job Description**

---



Division: Operations/EMS

Immediate Supervisor: Volunteer EMS Coordinator

Pay Classification: Volunteer

Duty Schedule: 48 hours/month

### **Overview:**

The volunteer EMS program is for Colorado State certified EMT's or higher who also hold a valid state driver license, recognized BLS CPR card or other required provider certifications. The program is a volunteer position with no pay or benefits other than those listed within the VEMS policy.

### **Section 1 - General Responsibilities**

1. Member shall report for duty on time and have a clean and serviceable uniform.
2. Member shall always be professional and maintain a proper and positive attitude in the workplace.
3. Member shall be part of the team being supportive and contributing whenever possible.
4. Member shall follow the chain of command and bring forth ideas or suggestions using the chain of command.
5. Member shall make decisions in best interest of the citizens, district, and department.
6. Member shall know where to find, read and understand the current department /District policies.
7. Members shall abide by all department policy, Standard Operating Guidelines, Directives and Memorandums issued.
8. Members shall maintain their state and national certifications. The training division will assist with renewals and other issues that may arise.
9. Members shall participate in department or community events whenever available.

### **Section 2 - Daily Responsibilities**

1. Members shall report for shift on time and participate in pass down with off-going crew.
2. Members shall perform vehicle readiness checks and log checks in the current reporting system. Any issues found during the checks shall be reported using the chain of command.
3. Members shall maintain a clean and serviceable ambulance. If issues are found, they are to be reported to their chain of command immediately.

4. Members shall participate in all training and other activities listed for the day or which arise during normal operations.
5. Members shall always be operationally ready to respond within 90 seconds or less.
6. Members shall be familiar with the response district and strive to learn the district whenever possible.
7. Members shall participate in daily crew activities to include all station maintenance.
8. Members shall answer the door or phone with respect and professionalism and according to dept, policy.
9. Members shall maintain a working knowledge of our electronic reporting and staffing platforms.
10. Members will respond to task requests and perform all requests in a timely manner.
11. Members shall treat all patients with respect, compassion and professionalism and provide the appropriate care and transport as requested or required.
12. Members shall maintain knowledge of local and department medical protocols.