



# WASHINGTON TOWNSHIP AVON FIRE DEPARTMENT



## Member Handbook

**CHAPTER:** Job Description  
**SUBJECT:** Public Education Director  
**SECTION:** JD - 04  
**PAGE:** 1 of 5

**DATE:** 04-15-02  
**REVISED:** 09-18-19

### Purpose

- A. This standard sets forth the qualifications, requirements for appointment and general employment requirements for the position of Public Education Director as approved by the Fire Chief. Individuals assigned to this position are expected to serve the general public and the residents of Washington Township, Hendricks County in a professional manner by functioning as an effective team member in the areas of public education and juvenile fire setter evaluation.
- B. This position requires that the individual perform the work outlined below in the highest legal and moral standards of this department, Washington Township, Hendricks County and the State of Indiana. The philosophy of this individual must be one of public service compromising their own personal interest for the common good of the public.
  1. Scope: This work is to be performed at a professional level in the field of Public Education.
  2. Nature: Under the general supervision of the Chief of Department, perform such duties and activities as may be required by the Department rules and regulations, codes, ordinances and State statutes.

### Position Information

Title: Public Educator  
Rank: Civilian  
FLSA: Exempt  
Division: Public Education  
Report to: Deputy Chief of Administration  
Work Schedule: 40 hours per week; Monday thru Friday 0800-1630hrs. Unless scheduled otherwise.



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### **Qualifications / Requirements for Appointment**

- A. A Bachelor's Degree in Education or Fire Science or related field or an Associate's Degree in Fire Science or six (6) years of fire service experience is preferred.
- B. Possesses a valid State of Indiana driver's license.
- C. Must be 21 years or older.
- D. No felony conviction or disqualifying criminal histories.
- E. U.S. Citizen.
- F. Must be able to read and write the English language.
- G. Acquire and maintain an NFPA Fire and Life Safety Educator I and II, CPR Instructor and Child Passenger Safety Technician.

### **General Responsibilities**

- A. Develop goals and objectives within the areas which support the achievement of the department's mission, goals, and objectives.
- B. Deliver fire and life safety educational presentations to various audiences within the community.
- C. Work with Administrative Assistant to receive requests for public Education events and schedule them accordingly. Coordinate with the appropriate operations and personnel to arrange for the program's delivery.
- D. Serve as a liaison to the local school system, day cares, pre-schools, senior citizens facilities, business community, and neighborhood associations in an effort to meet their fire a safety education needs with referral to the Prevention Division for code enforcement, fire drills, and safety plans.
- E. Work with the business community to secure corporate partnerships and sources of alternative funding for our public education programs.



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- F. Serve as a liaison to represent the department at local, state, and national fire and injury prevention seminars, programs, and conferences.
- G. Observe public education presentations conducted by members of the department for evaluation and program improvement.
- H. Develop and coordinate all public education activities during special theme periods throughout the year.
- I. Organize community health and safety fairs, neighborhood programs, summer camp, smoke detector giveaways.
- J. Publicize all public education activities, with the assistance of the Director of Community Engagement, in all available media outlets to positively affect the public's perception of our department.
- K. Coordinate with the Division Chief of EMS on all first aid, CPR, education, and other EMS related programs.
- L. Research, secure and produce grants to provide funding for the department.
- M. Assist Prevention Division in assessment and education of juvenile fire setters.
- N. Order and supply pamphlets, handouts and any other promotional items needed for department and community awareness.
- O. Update department website and social media sites with current events and safety information.
- P. Coordinate and supervise the Project Lifesaver Program through the Hendricks County Fire Chiefs Association.
- Q. Assist with and/or coordinate fire department ceremonies and extracurricular activities.
- R. Provide car seat inspections for the community.
- S. Attend Administrative Department meetings.



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- T. Promotes personal and public safety at all times.
- U. Maintains department administrative facilities in a general business appearance.
- V. Completes / retrieves records, reports, and/or documentation as required by departmental guidelines.
- W. Promotes teamwork and supervises the work of others as assigned.
- X. Performs other duties as assigned by immediate supervisor.

### **Working Conditions**

- A. Will generally work a minimum of 40 hours a week, Monday-Friday, with some flexibility within those times, and occasional evening and/or weekend work.
- B. The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job.
  - 1. While performing the duties of this job, the employee occasionally works in outside weather conditions.
  - 2. The noise level in the work environment is usually moderate.

### **Requirements for Maintenance of Position**

- A. In order to maintain the position of Public Educator, and individual must demonstrate expected standards of performance:
  - 1. Participate in local, district, state and national associations and affiliations.
  - 2. Throughout employment, maintain a valid driver's license.
  - 3. Maintains standards and improves performance through at least 40 hours of continuing education hours (CEU's) per year.



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4. Exhibits the highest level of professionalism in attitude, appearance, and activity.
5. Avoid any substance abuse or illegal behavior; demonstrated behavior worthy of public trust.
6. Follow orders / function as part of a team.
  - a. Performing and/or assisting and tasks assigned by supervisory and/or administrative personnel, and within the knowledge abilities and expectations of the position.
7. Be able to use proper spelling, grammar, and organization.
8. Time management, scheduling, organizing, and planning skills.
9. Knowledge of the type of educational programs, classifications for programs, types of documentation methods and the methods preferred by this department, the purpose of the forms or formats, and implications of not appropriately documenting programs.
10. On a continual basis satisfactorily demonstrate performance of all position tasks and functions.
11. Avoid any substance abuse or illegal behavior; demonstrate behavior worthy of public trust.

### **Disclaimer**

- A. The responsibilities listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of responsibilities or duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.
- B. The position description does not constitute an employment agreement between the employer and the employee and is subject to change by the employer as the needs of the employer and the requirements of the position change.