

# CITY OF BELLBROOK

## JOB DESCRIPTION

**Title:** Volunteer (Non-Fire and Non-EMS)  
**Department:** Fire  
**Status:** N/A  
**Effective Date:** October 1, 2013

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### **Job Summary**

Performs various tasks as needed by the department that do not involve firefighting or emergency medical service certification. The Volunteer is a non-compensated position.

### **Supervision**

This position is appointed by the City Manager with supervision by the Fire Chief and his/her designee(s).

### **Major Duties**

Assists the Fire Department in tasks that are more general in nature, such as office or clerical duties, assisting with public events, or using specific skills offered by the volunteer.

### **Knowledge, Skills and Abilities**

- General knowledge of City of Bellbrook Fire Department operations.
- Ability to assist the department with the requested tasks.
- Work well in a team environment.

### **Work Environment**

Work is generally performed in an office or fire station setting.

### **Minimum Qualifications**

High school diploma or equivalent.

This job description is intended to be sufficient merely to identify the minimum position requirements and to be illustrative of the kind of duties, which may be assigned to this position and should not be interpreted as a complete list of requirements for the position.

Volunteer \_\_\_\_\_ Date\_\_\_\_\_

Immediate Supervisor \_\_\_\_\_ Date\_\_\_\_\_

Department Director \_\_\_\_\_ Date\_\_\_\_\_

City Manager \_\_\_\_\_ Date\_\_\_\_\_