

Carroll County Volunteer Emergency Services Association



ORGANIZED 2004

50 Kate Wagner Road - Westminster, MD 21157

Position Title: Emergency Services Technology (EST) Program Coordinator

Department: Carroll County Volunteer Emergency Services Association

Reports to: Training Center Coordinator
Training Facility Management Committee (TFMC)
Carroll County Volunteer Emergency Services Association (CCVESA)

Overall Responsibility: The Program Coordinator is responsible for overseeing the successful planning and completion of educational and professional requirements related to the EST program. Their duties include planning, monitoring, and staffing the daily activities of the program. They are responsible for monitoring program budgets, performing outreach duties to engage with the local high schools, and coordinate with the Maryland Fire Rescue Institute (MFRI) and Guidance Counselors to provide a comprehensive educational experience.

Responsibilities and duties:

- Schedule program work, oversee daily operations, coordinate the activities of the program and set priorities for managing the program
- Monitor and request program expenditures.
- Prepare financial statements and maintain records pertaining to program activities.
- Supervise the program's staff.
- Manage and coordinate outreach to the community, and communication with counselors and MFRI.

Consults or interacts with:

- Training Facility Committee
- Training Center Staff
- Carroll County Volunteer Emergency Services Association
- Maryland Fire Rescue Institute
- Carroll County Board of Education
- Out of County Fire and Rescue Agencies

Term of employment:

- Part-time, 5 hours per week for program administration with additional hours for instruction
- Must possess a valid driver's license
- Some travel will be required
- Ability to pass a background check
- Ability to pass a NFPA 1582 physical
- Obtain and maintain Maryland Instructor Review Board (MICRB) Certification

Knowledge and Skills:

- Knowledge of Carroll County Fire Depts. (preferred)
- Proficient with Microsoft Word and Excel
- Teamwork and motivational skills
- Effective time management and supervision of assigned projects
- Knowledge of University of Maryland Canvas training platform.
- Interpersonal skills, including excellent written and verbal communication

Required Education or Experience:

- Five years of experience in Emergency Services or Fire Protection.
- 2 years as a level 2 MFRI instructor certified by Maryland Instructor Certification Review Board