

COUNTRYSIDE FIRE PROTECTION DISTRICT
Job Description – Fire & Life Safety Educator

GENERAL DESCRIPTION

The civilian position of Fire & Life Safety Educator (FLSE) is a teaching and informational position and is considered an integral part of the Fire Prevention Bureau/Community Risk Reduction (FPB/CRR) Division of the Countryside Fire Protection District. The FLSE, under the general direction of the Fire & Life Safety Director, assists in the planning, coordinating and implementation of Fire & Life Safety educational programs in all of the Fire District schools (private and public), government entities within the fire district such as various village staff, public works and park district personnel. Additionally, the FLSE will address local businesses' educational requests in our jurisdiction and provide programs appropriately.

The FLSE will assist with the Fire District social media platforms in promoting safety messages, alerts and Countryside Fire District programs related to the FPB/CRR or the Firefighting/Paramedic operational programs such as training, daily activities but not limited to these. The FLSE may participate in application for grants and scholarships to assist in advancing the FPB/CRR Division. The FLSE provides mission support to the Board of Trustees, Fire Chief and the Countryside Fire Protection District in administering educational programs to both Fire District personnel and the public.

PRIMARY JOB FUNCTIONS

- Plan, coordinate and implement FLSE programs.
- Maintain fire & life safety programs in all schools.
- Regularly interact with the public, members of the Fire District, Village departments and other public agencies in positive manner.
- Maintain positive working relationships with all Government Entities.
- Maintain a positive working relationship with local businesses for their safety and support.
- Target high risk groups with specific programs to improve CRR.
- Participate in community events to promote FLSE.
- Provide various methods of informing the public activities and messages, including assisting in social media and marketing efforts
- Provide administrative support to the Fire & Life Safety Director.
- Maintain records of program activities and submit monthly reports
- Utilize various forms of communication with constituency in timely manner.
- Responsible for assisting with budget and purchase orders for supplies.
- Maintain and practice high quality skills in the use of high-tech office equipment, including: computers, printers, copiers, calculators, telecommunication devices, fax machines and other new technologies.
- Knowledge of rules, regulations, policies, procedures and functions of the Fire District.
- Respond to public education questions and inquiries from the public
- Maintain awareness of fire and life safety concerns specific to the District as well as trending concerns in the state or national level.
- Assist in grant and scholarship applications to advance the FPB/CRR Division.

- Attend trainings, conferences, or other professional development events to learn public education delivery methods.

SKILLS AND ABILITIES

- Ability to understand and carry out oral and written instructions in a timely manner.
- Must have or be able to quickly acquire knowledge of the fire district structure (mission, goals and objectives), policies and procedures.
- Competently work a modern telephone system with voicemail and automated attendant.
- Operate office equipment including copiers, facsimile machines, computers and scanners; input and retrieve data and text; organize and maintain document filing.
- Must have a sound knowledge and ability in business correspondence and an ability to proofread for grammar, spelling and punctuation with a high degree of accuracy.
- Possess proficient written and verbal communications skills in the English language
- Team oriented, energetic, motivated, trustworthy and customer friendly
- Present a professional image to the public and members of the Fire District
- Must be proficient with PC computer with current software applications primarily in the Windows environment. (Microsoft Word, Excel, Power Point, Outlook, Publisher, using Local Area Networks, Wide Area Network and Internet access).
- Ability to learn and work within an emergency organization and maintain confidentiality of information and security.
- Ability to handle multiple interruptions and adjustments to priorities throughout the day.
- Ability to communicate effectively with diverse and sometimes challenging individuals and to handle calmly and efficiently situations ranging from routine to emergency.
- Excellent memory and organizational ability to set priorities, organize workload, handle multiple responsibilities and meet deadlines.
- Ability to work within a team setting with multiple contributors on projects.
- Ability to prepare and edit clear and concise written reports.
- Ability to establish and maintain working relationships with Board members, Chief Officers and fellow employees, and representatives of other agencies
- Ability to communicate effectively verbally and non-verbally.
- Ability to perform required tasks and functions
- Ability to work independently and effectively.
- Ability to multi-task projects, people and events to get the job done.
- Ability to act quickly, calmly and decisively in situations under stress.
- Ability to handle information in a sensitive, confidential and professional manner is essential.
- Ability to record information clearly and completely.
- Willingness to learn new things and eagerness to acquire new skills.

EXPERIENCE, EDUCATION AND TRAINING:

- Bachelor's degree, preferably in education, communications, public relations or fire science
- Strong verbal and written communication skills.
- Must be proficient in Microsoft Word, Excel, Outlook, PowerPoint, Publisher and various social media platforms such as Facebook, Instagram, and X

- Five (5) years of teaching experience or relevant work experience in a similar position desired.

LICENSES OR CERTIFICATES: Valid Illinois Driver's License required.

SPECIAL REQUIREMENTS: Flexibility in daily and weekly schedule due to special events on evenings or weekends.

PHYSICAL REQUIREMENTS:

- Ability to sit at a workstation or in meetings for extended periods.
- Ability to stand, work and drive throughout the day.
- Occasional ability to lift, carry and move parcels weighing up to 25 pounds.
- Ability/willingness to learn to attach a trailer to a pick-up truck and tow.

UNUSUAL DEMANDS: None.

FLSA STATUS: Exempt.

PRE-EMPLOYMENT REQUIREMENTS: Pass all aspects of pre-qualification screening process, psychological exam, background investigation, drug test and reference check.

DESIRED POST EMPLOYMENT PROFESSIONAL DEVELOPMENT: CPR/AED, HIPPA, bloodborne pathogens, Employee Handbook, ILOSFM Executive Support, OSFM Public Fire & Life Safety Educator, Introduction to Strategic Community Risk Reduction (USFA), Fire and Life Safety Educator Fundamentals (USFA), American Heart Association CPR Instructor

SCHEDULE, SALARY AND BENEFITS

The work year is similar to a teacher schedule and will closely align with the District's schools in-class calendar year (200 work days (8 hrs.) with flexible work weeks).

This position is a full time, salaried, IMRF pensioned, overtime exempt position. Salary range is \$45,000 - \$60,000/year depending on experience and qualifications.

Excellent benefit package including BCBS PPO health, dental and vision insurance, HSA, FSA.

INQUIRIES AND APPLICATION

For more information please contact Deputy Chief Ed Heinz at eheinz@countrysidefire.com or 847-367-5511. Application is available at www.countrysidefire.com

Application and resume due by 3:00 p.m. July 25,2024 at Countryside Fire Protection District Station 2, 600 N. Deerpath Dr. Vernon Hills, IL 60061