

**CHAPTER THREE – JOB DESCRIPTIONS****3.09 FIRE AND LIFE SAFETY EDUCATION ADMINISTRATOR**

**Job Title:** Fire and Life Safety Education Administrator  
**Job Code:** 04-42  
**FLSA Status:** Exempt - Salary

**DISTINGUISHING FEATURES OF THE CLASS:**

The fundamental reason this classification exists is to coordinate, oversee, and deliver comprehensive Fire and Life Safety Education Programs to the citizens, businesses, and industries of the Village of Channahon, and portions that fall within the jurisdiction of the Channahon and Channahon Fire Protection District. The Life Safety Educator will coordinate the delivery of programs of national, regional, and local fire safety organizations and perform specific outreach resulting from trends and education. The Fire and Life Safety Program Administrator is a full-time position of the Channahon Fire Protection District.

The person assigned to this position must be both highly and self-motivated, and must act responsibility, professionally and proactively in the position without immediate supervision. This person will report directly to the Fire Chief but will interact formally with other administrative and operations staff. To offer educational delivery and administration of life safety programming, the office hours need not be rigid, but work performance and productivity must be exceptional.

The Fire and Life Safety Education Program Administrator continuously evaluates the public education needs the community and formulates goals and objectives to provide progressive, safety education; develop programs, public forums, and specialized education program to address fire prevention, health safety, and risk reduction. Under the direction of the Fire Chief, performance is evaluated in accordance with National Fire Protection Association job performance objectives.

The individual in this position must maintain significant skills in public education curriculum development, public speaking with ease and comfort, and outgoing teaching skills. This position will require effective time and project management skills and the ability to multi-task for the purpose of coordinating, scheduling, developing programs and delivering programs to events and target audiences.

The Fire and Life Safety Education Program Administrator is generally expected to work 40 hours per week during the hours determined necessary for effective program delivery and occasionally on weekends to accommodate the education needs of the public and may be called out for special details.

**ESSENTIAL FUNCTIONS:**

Delivery of programs from fire safety industry partners and cooperatives that provide educational programming and activities as well as any programs developed internally for local delivery,

- Develop, coordinate, deliver and manage public events for fire district marketing, fire and life safety;
- Develop, coordinates, manages and markets the delivery of public education programs designed for specific audiences, such as senior citizens, elementary, intermediate and high school students, businesses, industrial and community groups.
- Coordinate education programs with school district administrators to introduce and implement long-range continual programs into school curriculums and continuously evaluate programs for continued approval.
- Develop, coordinates, and manage the Fire District's programs on training for cardio-pulmonary resuscitation, first aid, automatic external defibrillator, baby-sitter, fire extinguisher training, vehicle

safety, home fire safety, recreational activity safety, business fire safety, programs deemed necessary to reduce or eliminate risk, and holiday safety.

- Perform child car safety seat inspections.
- Develop, and manage the Fire Prevention and Public Education budget line items allocated to the program.
- Prepare routine safety messages, publish informational media on fire and life safety using existing social media platforms.
- Submit and keep current the prevention and education components the Fire District's website.
- Document and maintain records that document contact with various populations.
- Provide education and information to the public on the function and operations specific to the Channahon and Channahon Fire Protection District, through various media.
- Perform special studies, operations and assignments as directed by the Fire Chief.
- Demonstrate continuous effort to improve public education programs, streamline work processes, and work cooperatively and jointly to provide quality customer service.
- Implement and manage the education community risk reduction elements within programming, education, community outreach, and other related activities.\
- Assists the Fire Chief in representing the Fire District before the public, various government agencies, and bodies as necessary in the representation of the Fire District as it relates to safety education.

**REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES:**

Knowledge and Skills of:

- Modern education techniques.
- Modern educational tools and props that influence effective learning by target audiences.
- Effective public speaking.
- Effective interaction with children, adults, senior citizens, and special needs populations.
- Fire and life safety program development, implementation, management and marketing.
- Budget development and management.
- Program cost analysis.
- Principles and practices of modern firefighting, fire prevention and emergency medical care.
- Motivating co-workers, and the public who will be participating in programs.
- Marketing techniques to market safety programs and the individual fire districts.
- Good physical condition – subject to medical evaluation.

Ability to:

- Work cooperatively with associates.
- Effectively communicate orally in English with customers, clients, and the public in a face-to-face, one-to-one setting.
- Effectively and continuously demonstrate proficient use of computers, office equipment, audio-visual equipment and technical devices, specifically PowerPoint, Word, and Excel.
- Prepare, and present public speeches and presentations to associates and the general public.
- Produce written documents with clearly organized thoughts with proper sentence construction, punctuation, and grammar.
- Lead effectively in stressful, high attendance situations where you are the center of attention and looked to for valuable, useful information.
- Plan, evaluate, assign and coordinate activities performed by Fire District with regards to public education and safety programs.
- Work safely without presenting a direct threat to self or others.

**Additional Requirements:**

- Perform other essential or marginal functions as assigned.

**ACCEPTABLE EXPERIENCE AND TRAINING:**

Minimum of 5 years in community, public, or private instruction with significant emphasis in educational programs that span a wide range of populations including development, scheduling, delivery and supervision.

**Desired Minimum Qualification:**

- Associate's degree from an accredited college or university.
- Specialized training in public speaking, education, and workplace safety is desirable.
- American Heart Association cardio-pulmonary resuscitation, first aid, and automatic external defibrillator instructor certification with proof of continuing education.
- Safesitter® Babysitting Course Instructor or ability to obtain within one year of employment.
- Child Safety Seat Installation Technician Certification or ability to obtain within one year of employment.
- Illinois State Certified Life Safety Educator preferred but not required
- Illinois State Certified Instructor I preferred but not required
- Illinois State Certified Youth Fire Setter Interventionist preferred but not required
- Illinois State Certified Basic Operations Firefighter preferred but not required.
- Emergency Medical Technician or greater license preferred but not required.
- Training and experience may be substituted for academic degrees.

Must pass annual medical wellness physical and deemed fit for duty of position.