

WATERTOWN



TENNESSEE

Volunteer Position – Administrative Assistant

The Watertown Volunteer Fire Department is seeking a motivated individual to aid our volunteers by serving as administrative assistant. This will be a staff position under the supervision of the Chief and Assistant Chief. While not directly involved in suppression, rescue, and emergency response, this individual will be a key asset and direct influencer in the success of our volunteers.

Typical duties would include:

- Managing the incident report process at the administrative level.
- Managing personnel, inventory, assets, and other records to ensure compliance with laws, regulations, and SOPs.
- Assisting Officers with department administration.
- Assisting Officers and staff with budget analysis and planning.
- Coordinating with city, county, and state organizations to ensure records management and data sharing.
- Assist with grant writing and maintenance of award packages.

Desired qualities and experience:

- Self-motivated, eager to learn, and detail oriented.
- Experience and/or training in data collection and analysis.
- Experience and knowledge of Microsoft Office and Google products.
- Experience in government and/or non-profit is a plus!

This position is a volunteer position, and as such is extremely flexible within reasonable accommodations to perform the work. We have several projects that can be used for internships, college capstone, or work study. We need someone who will be willing to join the fire family, and dive into how we operate within the realm of the fire service, local government, and the national framework of emergency services. This can be an excellent resume builder, access to training and events, and a world of networking between government bodies, organizations, and professionals.

Please visit our website at watertowntnfvfd.org/apply to take the next steps on serving your community and joining our department.