



**Virginia Beach Department of Emergency Medical Services**



**POSITION DESCRIPTION**

**SUPPORT MEMBER**

**1. SUMMARY POSITION DESCRIPTION:**

Provides administrative support for the volunteer rescue squads performing critical non-operational functions; does related work as required.

**2. CRITICAL ELEMENTS OF PERFORMANCE:**

Assumes responsibility for certain support functions; performs tasks to support operation of rescue squads including such functions as fund raising, maintenance, restocking, and clerical; performs under general supervision of a station officer.

**3. PERFORMANCE STANDARDS**

Effectively carries out assigned tasks; works independently or with minimal supervision; accurately completes work assignment.

**4. KNOWLEDGE-SKILL-ABILITY REQUIRED TO PERFORM SATISFACTORILY**

A. Knowledge:

1. Must be able to read, write and speak the English language.
2. Must have basic understanding of the purpose of the volunteer rescue squads

B. Skill

1. Skill to perform the duties required of a station administrative member.
2. Skill in the operations of a variety of motor vehicles as

C. Ability

1. Ability to work well with volunteer and career staff.
2. Ability to establish and maintain cooperative relationships.
3. Good physical and mental condition, capable of performing all assigned duties.

**V. MINIMUM QUALIFICATIONS:**

Must be a least 18 years of age, have graduated from a high school, or possess a GED; must be neat and clean in appearance; must meet all other requirements and qualifications as set forth by the Department.

**VI. ADDITIONAL QUALIFICATIONS:**

Must possess a valid vehicle operator's permit and have current certification in Emergency Vehicle Operators Course (EVOC) or DDC in order to drive city insured vehicles.

**Last Update**

2/3/2015