

Work-Study Title: Henniker Fire and Rescue Ambassador
Department: CLP Community Service
Reports to: Eugene Durkee, Director CLP
Student Name:
Length of Employment (check one) Fall ____ Spring ____ Both ____

Position #: 502f4
Category: Student
Pay rate: \$7.75/hr
Office Use Only
ID:

Hours Required

During business hours Monday – Friday

Position Purpose

To learn about the duties and responsibilities of a local fire and rescue agency

Motivations/Interests/Skills Required

The student must be trust worthy and dependable. The student must keep all matters of a sensitive nature confidential.

Duties & Responsibilities

The student will engage in one or more of the following jobs:

1. **Equipment Maintenance:** The student will assist with various types of equipment maintenance. Duties are to include cleaning equipment/apparatus and assisting in preparing emergency apparatus.
2. **Office Assistance:** The student will assist with various office duties including but not limited to answering the telephone, typing, filing, and compiling fire data.
3. **Station Maintenance:** The student will assist with various types of station maintenance and up keep of the entire station. Duties are to include cleaning station, painting interior rooms, washing bay floors, and maintain station tools.

Benefits to Student Employee

1. Gain communication skills in writing and public speaking
2. Exposure to the structure of town politics
3. Learn about the duties and responsibilities of a local fire and rescue agency

Supervision

The CLP Director and the Off Campus Coordinator will supervise the student in their role as Student Community Service Coordinator.

Supervisor's Signature

Date

Student's Signature

Date

Student Financial Services

Date

Site Contact

Henniker Fire and Rescue
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