# Human Resources Post Office Box 1420 Lumberton, NC 28359

**910.272.3537**

EMPLOYMENT OPPORTUNITY

# VACANCY: Director of Fire and Rescue Training

**REQUIREMENTS:**

**Minimum Qualifications:** A minimum of an Associate Degree from an Accredited Institution or equivalent education experience. A minimum of ten (10) years’ experience in a Fire Service, Emergency Services, or related field and/or equivalent professional experience.

**Preferred Qualifications:** Preferred degrees in Emergency Services, Fire Technology, or related field. Preferred Fire Fighter 1 and 2 Certification or Technical Rescuer. Level II instructor through NCOSFM. At least five years supervisory experience.

**DUTIES AND RESPONSIBILITIES:** The incumbent will have the following duties & responsibilities:

* Serving as the Director of the Fire Services Training Programs of Robeson Community College and its affiliated business, fire, rescue and emergency services partners.
* Maintaining appropriate classroom standards that include the effective management of students in the classroom and the physical management of classroom and training facilities.
* Developing and recommending class schedules cooperatively with other departments and divisions of the college and submitting to the appropriate Vice President of Workforce Development and Continuing Education.
* Directing the development of course schedules, training schedules, seminars, and/or other educational activities for assigned programs.
* Identifying and/or recommending equipment needed to teach the competencies prescribed in the approved curriculum by the RCC Board of Trustees, the North Carolina Community College System, and accrediting entities.
* Recommending adjunct faculty to the appropriate Vice President of Workforce Development to teach courses as needed in his or her assigned program.
* Ensure records are on file for, and supervising, instructors for continuing education programs. This includes having all instructors complete the Harassment Prevention Training and taking training required to keep current in the field.
* Provide management for all grants or sponsored programs – including budgets, reports, personnel, deliverables, evaluations, etc. – assigned to the office in accordance with accepted guidelines and accounting principles of North Carolina and the funding agency/individual.
* Serve as an instructor for classes when necessary. Assist other instructors with logistical needs.
* Develop strategies for providing training services with local and state entities.
* Foster meaningful relationships with internal and external partners to effectively carry out the purpose of the office.
* Assist the community college and other approved entities with workshops, seminars, and support services, as requested.
* Supervise staff and ensure compliance with college audit procedures.
* Responsible for facilities oversight at the Emergency Services Training Center.
* Achieve school director certification from NCOSFM within six months of hire.
* Other duties as assigned.

**SALARY:** The salary will be determined in accordance with RCC’s Salary Plan and the applicants’ education and work experience. Salary range $48,293 to $71,535.

# APPLICATION PROCEDURE:

Candidates for the position should complete an RCC Application for Employment and submit a Professional Resume, a photocopy of Official Transcripts, and any other supporting documentation related to the qualification requirements. Robeson Community College reserves the right to perform consumer background checks on applicants who are considered for employment and the College may administer personality profile testing as part of the selection process.

# DEADLINE FOR APPLICATIONS: March 12, 2021 at 3:00PM

**PROPOSED DATE OF EMPLOYMENT: April 1, 2021**

**CONTACT:**  Human Resources

 **scarr@robeson.edu**

Robeson Community College

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RCC is an Equal Opportunity Employer