

# Seminole Trail Volunteer Fire Department

# TRAINING MANAGER

Part-time, contractor-based

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## ABOUT THE DEPARTMENT

The Seminole Trail Volunteer Fire Department (STVFD), or Albemarle County Station 8, is a brigade of 100+ volunteer firefighters that primarily serves the Route 29 corridor just north of Charlottesville, VA. The busiest fire station in the county, STVFD runs over 3000 emergency calls every year, including fires, medical emergencies, motor vehicle accidents, and more.

## JOB OVERVIEW

The Training Manager will be responsible for the training and mentoring of new recruits in conjunction with the Department's officer corps. The Training Manager will work under the direction of the Training Chief and will report quarterly to the Chief of the Department and the President of the Board. The performance of the Training Manager will be measured by how quickly he or she can advance new volunteers (Recruits) to Rookie status.

## DUTIES

- Oversee and provide the lead instruction for the Department's annual Rookie Academy, which will consist of a combination of the VA Department of Fire Programs Firefighter I class / certification and the Department's Rookie release standards. The Academy is expected to run from approximately mid-October through mid-March, excluding mid-December through mid-January.
- Provide additional training opportunities to Recruits during their assigned duty evenings and weekends, in coordination with their duty officer(s).
- Communicate regularly with the Department line officers on the training status and plan for each Recruit.
- Report quarterly to the Training Chief, the Chief of the Department and the Board on the training progress and plan for each individual Recruit.

## SKILLS AND QUALIFICATIONS

- Minimum of 5 years of firefighter experience, preferably as an officer, and significant training experience.
- Virginia Dept. Of Fire Programs Instructor I (IFSAC/Pro Board compliant) and Firefighter I / II Train the Trainer Certification required; Instructor II preferred.
- Excellent leadership, mentoring, and motivational skills.
- Strong communications skills, proficiency in email, excel, etc.
- Knowledge of industry standards and safety/regulations

## WORK REQUIREMENTS AND COMPENSATION

- The Training Manager will have significant discretion over their schedule, but will be expected to work, on average, approximately 20 hours per week. Working assumption is approximately 25 hours per week during the Academy and approximately 15 hours per week otherwise.
- Significant evening and weekend requirements
- Compensation: \$2,250 - \$2,500 per month