



Murrieta Fire Department Administration Volunteer Program and Internship Program

PURPOSE

The Murrieta Fire Department Administration (MFD) Volunteer Program and Internship Program offers a unique opportunity to assist various divisions in our department by utilizing the talents and skills of individuals in non-salaried positions.

DESCRIPTION

With direct supervision from Fire Department staff, volunteer duties consists of office assistant tasks, daily mail delivery to 5 fire stations and City Hall, delivery of emergency medical supplies, station supplies and equipment to and from the Fire Administration Building. In addition, there will be requests to assist with the planning and implementation of special events. The Internship Program can also involve the above needs but, will extend to assignment of enhancing, developing and/or creating programs and projects that can be sustainable once the internship expires. The MFD will also work with university internship programs to assist student in obtaining class credit for work completed.

QUALIFICATIONS

Must be over 18 years old, have a valid Class 3 California driver's license and successfully pass a background investigation check. Must be able to commit to scheduled time and days, possess good judgment skills, reliable and desire to work with the public.

INFORMATION AND RESPONSIBILITIES

Commitments and Expectations

Volunteers and Interns are representatives of the MFD. This means your actions reflect on the Fire Department and you should always conduct yourself in a professional and courteous manner.

Reliability

When you join the Volunteer Program, you are asked to make a commitment to the amount of time you can devote to your volunteer work. The MFD relies on your attendance. We recognize that circumstances sometimes arise which interfere with your commitment. However, we ask for you to commit to one year of service to the Volunteer Program.

Agreement

The function of the MFD is to provide city-wide services to the community through the protection of life and property. As a volunteer, you agree to professionally assist and support the MFD in providing this service. By volunteering, you have obligated yourself to maintain the highest of ethical standards in both personal and professional conduct.

CONTACT

If you are interested in volunteering with our program or interning, please complete the attached application and return to the Murrieta Fire Department, 41825 Juniper Street Murrieta, CA 92562, Attention: Fire Admin Volunteer Program. If you have additional questions please feel free to call 951-304-3473 or 951-461-6164.

**Murrieta Fire Department
Administration Volunteer/Internship Program Application**

Print Full Name: _____

Address: _____ State _____ Zip _____

Phone Number: _____ Cell: _____

Email: _____

Social Security Number: _____ Driver's License
Number: _____ State _____ Exp. _____

Note: Approval of applications is contingent upon the successful completion of a background process, which includes a police record and work history check.

Identify areas of interest:

- Fire Administrative Support-Volunteers will work closely with management or volunteer team leaders which will provide fire administrative duties, assignments that may include clerical support, development of written materials, gathering statistical data and running errands.
- Special Projects and Events-Volunteers will assist staff on program development, grant writing, fundraising, media outreach, public relations and planning community events.

EDUCATION

High School: _____

Are you a High School Graduate?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	If not, do you possess a GED or High School equivalency?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	
Name of Schools attended Colleges/Trade	Semester or Quarter Units Completed		Major	Did you graduate?		Degrees or Certificates
				<input type="checkbox"/> Yes	<input type="checkbox"/> No	
				<input type="checkbox"/> Yes	<input type="checkbox"/> No	
				<input type="checkbox"/> Yes	<input type="checkbox"/> No	
				<input type="checkbox"/> Yes	<input type="checkbox"/> No	

Please explain any job related skills and knowledge acquired from employment or other experience that would help us assess you qualifications. (For example: computer skills, Bilingual, etc.)

For Department use only:

Approved _____ Back Ground Investigation Completed _____ Investigator _____
HR notified _____ Station Key Issued _____ City ID Card Issued _____