

Pincher Creek Search & Rescue Job Description

PCSAR Doc-X

Title of Job

- | | | | |
|---|--|------------------------------------|--------------------------------------|
| <input type="checkbox"/> Board | <input type="checkbox"/> Staff | <input type="checkbox"/> Committee | <input type="checkbox"/> of |
| <input type="checkbox"/> President | <input type="checkbox"/> Administrator | <input type="checkbox"/> Chair | <input type="checkbox"/> Membership |
| <input type="checkbox"/> Vice President | | <input type="checkbox"/> Member | <input type="checkbox"/> Preplan |
| <input type="checkbox"/> Treasurer | | | <input type="checkbox"/> Training |
| <input type="checkbox"/> Secretary | | | <input type="checkbox"/> Equipment |
| <input type="checkbox"/> Director | | | <input type="checkbox"/> Call Out |
| | | | <input type="checkbox"/> Fundraising |

Position Description

Write a one sentence description of what the position does within your organization. Example: The Training Committee Chair is guides and manages the provisioning of training to members of PCSAR.

Areas of Responsibility

List with bullet points the major areas of responsibilities. You can break down the major areas into smaller points where they would not be obvious. Example:

- Report to the board on matters of training
- Recruit and work with Training Committee members
- Chair Training Committee meetings

Either directly, or through delegation and oversight with Training Committee members:

- arrange the delivery of local training
- develop an annual training plan and schedule
- develop a training budget for submission to the board
- maintain the records of training
- apply for and fulfill training grants
- coordinate use of outside training opportunities

Required Knowledge, Skills, and Abilities

List what knowledge, skills and abilities are required or desired. Example: The Training Committee Chair should

- be organized and motivating in overseeing the work of the committee and its members
- be familiar with, but not necessarily competent in, most skills used by PCSAR members
- understand grant applications and requirements
- understand simple budget development
- know what training resources PCSAR has

A Training Committee Chair can benefit from:

- knowing how to develop a lesson plan
- experience in presentations
- experience in organizing mock searches

Resources

List what support and aids the person will have in the role. Example: The Training Committee Chair is supported by:

- the personnel of the Training Committee
- the training record management system of the wiki and D4H
- record management provided by the Administrator
- the Training Budget approved by the board

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Title of Job

Board

President

Vice President

Treasurer

Secretary

Director

Staff

Administrator

Committee

Chair

Member

of

Membership

Preplan

Training

Equipment

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