

June 16, 2009

RE: Region D Regional Training Coordinator Opening

Dear Colleague

After more than seventeen years as one of the Region D Regional Training Coordinators, George Smith has requested to retire from his position. George was one of the original Regional Training Coordinators hired by the University of Missouri Extension's Fire and Rescue Training Institute (MU FRTI). During his seventeen years George has been instrumental in coordinating training activities for the Institute in southwest Missouri. His contribution has directly resulted in the enhanced safety and protection of our citizens, state, and nation. We wish George well in his retirement.

In order to fill this vacancy, MU FRTI is seeking an active adjunct faculty member to serve as one of the Institute's Region D Regional Training Coordinator. This individual will represent the Institute and coordinate activities primarily in nine counties: Christian, Dallas, Greene, Hickory, Polk, St. Clair, Stone, Taney and Webster.

A job description for the position is attached. The qualified applicant must be:

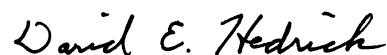
- An active MU FRTI adjunct faculty member
- Certified Missouri Division of Fire Safety Fire Service Instructor I
- An active member of a Missouri fire service organization.
- An associates degree or higher is preferred

Individuals interested in this position should submit a current resume, letter of application, and a minimum of three fire service references. The application letter should address the following information: their qualifications for the position; their ability to meet the job requirements; their philosophy regarding customer service and coordinating the training needs of their regional fire and emergency service responders. The application letter should not exceed 300 words in length. The application packet should be submitted by July 15, 2009, and sent to:

MU Fire and Rescue Training Institute
240 Heinkel Building
Columbia, MO 65211
Attn: Coordinator Field Extension Program

Thank you for your interest and support of MU FRTI.

Sincerely,



David E. Hedrick
Director
MU FRTI

Roles and Responsibilities of the MU FRTI Regional Training Coordinator

Regional Training Coordinators are the points of contact between Missouri's fire service and the University of Missouri Extensions Fire and Rescue Training Institute (MU FRTI). The role of the Regional Training Coordinators is to coordinate training and information to Missouri's fire service at the local level. This job plays an important role in assuring the safety and competency of the state's fire service by enabling fire department/firefighter access to essential training. The job responsibilities of the Regional Training Coordinator are mentioned below. It is recommended that applicants for the position of Regional Training Coordinator should consider the following two additional items before applying for or accepting this position.

First, consult with your family before accepting. Experience has shown that a total family commitment is needed to be successful as a Regional Training Coordinator. By explaining to your family what commitment is expected of you, this will help them in understanding the consequences of missing family events or children activities. If your family does not support your decision in becoming a Regional Training Coordinator, we would strongly recommend to you that you take their advice.

Second, you will be asked to meet many different individuals in very different localities. To be able to communicate and get along with these individuals requires good people and organizational skills. Since you are representing MU FRTI and we are a state wide training agency, you must be able to get along with all individuals in your region. If you believe that you do not display these qualities, again we would recommend that you not consider applying for this position.

The responsibilities of the MU FRTI Regional Training Coordinator are:

- Schedule subsidized (no fee) training classes under the terms of contracts or grants. These may involve agencies such as, but not limited to, the Missouri Division of Fire Safety, the Missouri Emergency Response Commission, the State Emergency Management Agency, the Missouri Fire Education Commission and the National Fire Academy. Courses that usually will be available under these contracts or grants are courses that are listed in the Fire and Rescue Training Course Catalog. These courses will range from basic training courses to hazardous materials to specialized rescue.
- Schedule fee based training classes in their assigned region/area.
- Work with the Industrial Programs unit to identify potential clients in their region. Regional Training Coordinators may also assist in instruction under the guidelines of the Industrial Program unit.
- Work with the Special Programs unit to identify class topics and/or sites for special deliveries. Such deliveries may include seminars by national speakers, National Fire Academy courses or courses delivered by MU FRTI which are designed for a regional or statewide audience.

- Work with the annual fire schools to identify new topics or instructors. Regional Training Coordinators may also be asked to instruct or work in the conference management system at these events.
- Work on curriculum development projects as needed or assist in finding individuals with specific technical expertise to serve on these committees. Regional Training Coordinators should also provide input to the central staff on the needs of new programs and revisions of old.
- Disseminate information available for resale from the Fire and Rescue Training Institute Resource Center. This includes, but is not limited to, IFSTA and Fire Protection Publication manuals, MU FRTI and Missouri Division of Fire Safety Curriculum. Regional Training Coordinators may also refer individuals to the resource center for the purchase of Fire and Rescue Training logo wear.
- Work with local fire departments in their region in an advisory capacity. Regional Training Coordinators should also make sure that the department has the current copy of the Fire and Rescue Training Institute Course Catalog and the latest edition of the Fire Protection Publications (IFSTA) catalog. Finally, course listings within the region should be provided or requested from MU FRTI.
- Work with MU FRTI and the Missouri Division of Fire Safety in gathering data on Missouri's fire service to provide accurate mailing lists.
- Identify potential adjunct instructors for their region. The Regional Training Coordinator signs and submits adjunct applications to MU FRTI.
- Evaluate Instructor Candidates and Adjunct Instructors within a given region. The Regional Training Coordinator must evaluate a minimum of one course for all Instructor Candidates in their region.
- Conduct regional meetings with Adjunct Instructors to disseminate information from MU FRTI.
- Establish regional meeting sites between Adjunct Instructors and staff of MU FRTI.
- Invite staff of MU FRTI to local or regional fire meetings.
- Attend meetings of the Regional Training Coordinators with staff of MU FRTI. Usually these meetings are held in January and June, or other special meetings as required.