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## **Community Emergency Response Team (CERT) Coordinator (part-time)**

\$31.00/hour

Up to twenty (20) hours per week

The Central County Fire Department (CCFD) is seeking a highly organized and dedicated part-time Coordinator to lead and support the activities of our local Community Emergency Response Team (CERT). This vital position plays a key role in planning, organizing, and overseeing CERT training, coordinating volunteer engagement, and promoting disaster preparedness in the community.

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### **Key Responsibilities include:**

- Lead and coordinate CERT training programs in collaboration with CCFD personnel and instructors.
  - Manage CERT membership records and submit timely quarterly reports to the CCFD CERT Manager.
  - Oversee CERT meetings, deployments, and events, ensuring safety protocols and PPE guidelines are followed.
  - Review and manage CERT communications for accuracy and appropriateness prior to distribution.
  - Support community preparedness efforts and maintain program equipment.
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### **Training Required:**

- Completion of CERT Train-the-Trainer (TTT) and Program Manager courses
  - FEMA IS-200.b: ICS for Single Resources and Initial Action Incidents
  - FEMA IS-800.b: National Response Framework, An Introduction
  - Cal OES Emergency Management Specialist Certification (highly desired but not required)
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### **Knowledge, Skills and Abilities:**

- Strong leadership and communication skills.
  - Ability to coordinate with multiple stakeholders and agencies.
  - Highly organized with strong attention to detail.
  - Commitment to safety, preparedness, and public service.
  - Familiarity with CERT protocols, training materials, and community outreach.
  - Ability to travel to multiple locations for meetings and trainings.
  - Ability to work evenings and weekends as needed for training, exercises, and events.
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**Application, Deadline and Interview Process:**

Submit an application and resume at <https://www.calopps.org/central-county-fire-department/job-20660272>. This recruitment will close on Wednesday, September 17, 2025, at 5:00 p.m. All applications and résumés will be reviewed for minimum qualifications and a limited number of the most highly qualified applicants will be invited for an interview.