

# Pemberton Township Volunteer Fire Department

## Orientation /Coaching Program

### ANNEX K:

**Purpose:** The P.T.V.F.D. Orientation/Coaching Program is to ensure that new members are assigned personnel to assist them during their probationary period, to provide them with guidance and to assist them in becoming familiar with the rules and regulations of the department and their assigned station. .

**Scope:** The coaching program will cover the following areas and will be an ongoing program with new coaches being assigned as needed; History of the Fire Company, Chain of Command, Constitution and By-laws, the Fire Department Standard Operating Procedures, Rules and Regulations, the mission of the Pemberton Township Volunteer Fire Department, Accountability, All required mandatory education i.e Right To Know, Blood Borne ect. and the assignment of a coach to be the first point of contact to the new member and to provide training to the new member.

**New Members Responsibility:** It will be the new members responsibility to have a willingness to learn about the station and the Fire Department and the way we conduct ourselves, to attend all training sessions that are scheduled for the purpose of educating the new member about the Fire Department and to contact the assigned coach with any questions or problems first, before taking it to a higher authority.

**Coaches Responsibility:** It will be the coaches responsibility to train the new member about the fire company and the way we conduct ourselves, to schedule and hold training sessions for the purpose of educating the new member about the station and the Fire Department and to be the primary point of contact for the new member to answer any questions or resolve any problems first, before taking it to a higher authority.

**Schedule:** When approval of a new member is received back from the township the Battalion Chief or Commanding Officer will assign the new member a coach and will call the new member and schedule the orientation class. After this initial orientation the coach will then schedule training at a minimum of once every two weeks and will document the progress of the new member for each meeting, providing the evaluation forms to the Assistant Fire Chief monthly.

Pemberton Township Volunteer Fire Department

# Coaching Program

## Acknowledgement and Understanding

I, \_\_\_\_\_ have received the Orientation of the Pemberton Township Volunteer Fire Department and the \_\_\_\_\_ Fire Company Constitution and By-laws, the Departments Rules and Regulations. I understand my responsibilities as a member of the Pemberton Township Volunteer Fire Department and the \_\_\_\_\_ Fire Company and will abide by the regulations of the Pemberton Township Volunteer Fire Department and \_\_\_\_\_ Fire Company and will also abide by the guidelines of the coaching program.

Signature of Member: \_\_\_\_\_ Date: \_\_\_\_\_

Signature of Battalion Chief: \_\_\_\_\_ Date: \_\_\_\_\_

Copy to: Member's File