



Duties & Service

- All administrative and leadership positions foster a positive Company image by supporting the Volunteer organization in accomplishing its goals and ensuring team accountability to its membership and the Hanover Area communities
- Multiple positions are available within the administration and leadership sector of the Company
- Administrative positions require organizational and management skills
- Create, plan, and support various activities which may include fundraisers, solicitation, and informative community educational materials

Administrative & Leadership

Requirements

- Ability to communicate with others in a professional manner both verbally and in writing
- The majority of administrative work is performed indoors with occasional outdoor responsibilities
- Willingness to attend and participate at meetings on a regular basis
- Knowledge and ability to use computers and software programs like Microsoft Suite and Quicken

Equipment

- Office equipment including: computers, scanners, copiers, and audio-visual equipment
- Manage office supplies and materials



HANOVER AREA
VOLUNTEER FIRE & RESCUE
ESTABLISHED 2017

P.O. Box 473, Hanover, PA 17331
(717) 637-4949
contact@79firevolunteers.com
www.79firevolunteers.com