

NSCFD is not only looking for operational members to join our department, but also auxiliary or administrative members. These members are people who want to volunteer and give back to their community, but they do not want to participate in the emergency operations of the department.

These Auxiliary members choose to volunteer with the fire department by contributing their time in areas like public relations and events, public education, fire prevention, administration, equipment maintenance, facility maintenance, and fire department support.

The vital role of fire department support could include cooking meals during our training, restocking our water supply, or bringing food or drinks to an extended fire scene which provides the firefighters much-needed refreshments to prevent overexertion. We are looking for people like you to help us fulfill our mission!

For more information please call 605-232-4286, email [tyler@nscfd.org](mailto:tyler@nscfd.org), or send us a message on Facebook!

## Volunteer as an Auxiliary or Administrative Member at NSCFD!

Do you want to serve your community, make new friends and be a part of our family? Join NSCFD as a member of our administrative auxiliary!

Administrative members are the backbone of NSCFD, providing the non-emergency services that support the daily operations and mission of the department. NSCFD needs individuals to lead and assist in many areas and with many jobs, including:

- Publicity and Marketing: Writers, Graphic Designers, Video and Multimedia Specialists
- Fundraising: Grant Writers, Event Planners/Project Managers, Corporate Sponsor Seekers
- Community Relations and Education: Neighborhood Liaisons, School Coordinators, Station Tour Guides
- Recruitment and Membership: Volunteer Coordinators, Recruitment Activities Coordinator,
- Retention/Appreciation: Event Planners, Awards and Recognition Manager, Survey Coordinator
- Building and Equipment Maintenance: Groundskeepers, Equipment Maintenance, Station Maintenance, Station Cleanup

We do most of our work (non-operations) through a committee structure. Getting involved in a committee is the best way to engage on the admin side, and for our operational members to give a little bit more of their time and unique talents to the mission of our company. Our committees include:

- Recruitment & Retention
  - Retention and Recruitment – Generally tasked with finding ways to keep members active and happy in the department and tasked with bringing new members to NSCFD
    - Recognition/Appreciation: Identifies and implements programs to recognize achievements, extra efforts, and dedication of our members.
    - Company Events: Coordinates in-house events (for our members).
      - In-house Events: General events (company meetings, picnics, etc.)
      - Banquet: Coordinates annual banquet/awards/officer installation
    - Member Search: Identifies needs and methods for attracting new talent. Helps to organize recruitment campaigns and targeted recruitment for specific skill sets.
- Revenue: Responsible for overall efforts to raise funds and generate revenue for the department
  - Community Center: Coordinates rental of the community center and staff for events
  - Grants: Searches for and writes grants for specific programs.

- Community Outreach: Responsible for marketing/branding, messaging NSCFD events, public safety education, and developing relationships with businesses in our response areas.
  - Marketing: Develops marketing messages and campaigns to support various initiatives, drive public support and understanding of our mission and value.
    - Publicity: Responsible for print advertising/event promotion.
    - Online Presence: Maintains our various internet properties, including social media, website, and web-based advertising.
    - Branding/Graphics: Develops and maintains brand-consistent images, graphics, and documents. Ensures quality and consistency of print and web-based materials.
  - Business Networking: Works to establish relationships with businesses in our community to increase donations/sponsorship, collaborative public education events, and other initiatives.
  - Public Education: Generally responsible for providing public safety education to citizens and organizations in our first due areas.
    - Open House: Coordinates our two annual Open House events.
    - Public Events: Coordinates events where an NSCFD presence is requested (schools, sporting events, station tours, etc.)
- Operational Support: Offers administrative support to operations programs and personnel.
  - Building Committee: Reviews and recommends improvements to NSCFD properties. Maintains and repairs NSCFD properties.
  - Scene Support/ Photo: Dispatched to emergency scenes to provide assistance in rehab, bringing refreshments to an extended scene to prevent overexertion, photography and other support as needed.