



BAKER CITY, OREGON
P.O. Box 650, Baker City, OR 97814-0650
541-523-6541 or 541-523-3711 Voice/TDD
www.bakercity.com



Assistant Fire Cadet Program Advisor – Job Description

Position Summary

The Assistant Fire Cadet Program Advisor assists and as needed, fulfills the role of the Fire Cadet Program Advisor. The Assistant Fire Cadet Program Advisor mentors and supervises youth participants in the department's cadet or junior firefighter program, providing guidance, structure, and support to help them grow both personally and professionally. This role ensures a safe, educational, and engaging environment that fosters leadership, teamwork, discipline, and a strong sense of community service, while introducing cadets to the principles, skills, and responsibilities of fire, rescue, and emergency services. The Advisor also plays a key role in instilling ethical values, promoting physical fitness, and encouraging civic responsibility, preparing cadets for potential future careers in public safety and for active participation as responsible members of the community.

This work assignment is open to Career Firefighters (FF) and Paid Part-Time Firefighters (FFs). Participation is voluntary. The assignment will last for the duration of the Cadet training program.

If the assignment involves supervising Cadets outside an employee's regular work schedule, career firefighters will be compensated at overtime rates for those hours. All Paid Part Time Firefighters will be paid at regular hourly rates. Ancillary duties performed during regularly scheduled hours, when not supervising Cadets, will be compensated at the employee's regular rate with no additional pay or overtime.

Key Responsibilities

- **Program Oversight**– Assists with planning, coordinating, and facilitating cadet training sessions, drills, and community service activities, ensuring they are engaging, educational, and aligned with departmental objectives while adapting content to meet the developmental needs of participants.
- **Mentorship & Guidance**– Serves as a positive role model by providing career guidance, life skills coaching, and constructive feedback, fostering personal growth, discipline, and a strong sense of civic responsibility among cadets.
- **Safety & Compliance**– Assists with enforces department safety policies, youth protection guidelines, and applicable laws/regulations, conducting regular safety briefings, monitoring adherence during activities, and addressing any concerns promptly to maintain a secure environment.
- **Collaboration**– Works closely with fire department leadership, training officers, and community partners to enhance program quality, develop new training opportunities, and coordinate joint events that promote public safety awareness.
- **Recordkeeping**– Assists in maintaining accurate and up-to-date attendance records, training logs, and performance evaluations for cadets, using this data to track progress, identify areas for improvement, and report outcomes to department leadership.
- **Recruitment & Retention**– Assists in outreach efforts to attract and retain motivated cadet participants by engaging with schools, youth organizations, and community events, while developing initiatives that encourage long-term participation and program loyalty.



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Qualifications

- Active or retired firefighter, EMT, or related public safety professional preferred, with demonstrated knowledge of fire service operations, emergency response protocols, and community safety initiatives.
- Must be DPSST certified Structural Firefighter I or higher; or equivalent.
- Experience working with youth or in an educational/training capacity, including the ability to design age-appropriate learning activities and foster a supportive, inclusive environment.
- Strong communication, leadership, and organizational skills, with the capacity to motivate, mentor, and manage diverse groups of cadets effectively.
- Ability to pass background checks and meet department eligibility requirements, including adherence to all safety, ethical, and professional standards set forth by the department and governing bodies.

Time Commitment

- Regularly scheduled meetings, drills, and events, typically held during evenings and weekends, with additional preparation time required for lesson planning, coordination with other advisors, and follow-up with cadets.
- Occasional travel for competitions, training sessions, community events, and regional or state-level cadet gatherings, which may include overnight stays and extended hours depending on event schedules.

Reports To

- Fire Department Assistant Chief of Operations or their designee, who will provide oversight, direction, and support to ensure the Fire Cadet Program Advisor fulfills program objectives, adheres to departmental policies, and maintains alignment with the overall mission and goals of the fire department.

Purpose & Impact

By guiding cadets, the Assistant Fire Cadet Program Advisor helps in the development of the next generation of fire service professionals, strengthens community engagement, and supports the department's mission by fostering a culture of safety, responsibility, and service, inspiring youth to pursue careers in public safety, and building lasting connections between the fire department and the community it serves.

Administrative Notice

This assignment description covers the most significant essential and auxiliary duties performed and is not inclusive of other possible duties assigned. By signing this work assignment, I understand that I am volunteering for added duties and responsibilities. I have read and understand all information in the document, and I have been provided opportunities to ask questions.

Employee Name: _____

Signature: _____

Date: _____