



County of Sonoma
Volunteer & Internship Program



Human Resources Department
Community Involvement Division
2300 County Center Dr., Suite B167, Santa Rosa, CA 95403
(707) 565-2821 or 565-2930 Fax: (707) 565-3166

JOB DESCRIPTION

Office Use Only Dept. Code: 4030sr	Recruitment Requested: YES <input type="checkbox"/> NO <input type="checkbox"/> Pre-Screening Requested: YES <input type="checkbox"/> NO <input type="checkbox"/>	Date: 8/22/95 Updated: 9/20/11
Please Check: VOLUNTEER <input type="checkbox"/> INTERN <input type="checkbox"/>	Job Title: Search and Rescue Team member	
Number of Positions: 60-70	Department: Sheriff	
Division/Program: Helicopter Unit/Search & Rescue	Location of Position: 2265 Becker Blvd., Santa Rosa 95403	
PURPOSE		
Brief description of department or division/program: To provide efficient, competent Search and Rescue resources and personnel for Sonoma County. The Helicopter Unit / Search and Rescue Team is responsible for searching for lost, missing or overdue persons as mandated by law. The team also assists the Sonoma County Sheriff's Office Investigations Unit in evidence searches.		
JOB DESCRIPTION		
Specific tasks and responsibilities of the volunteer or intern: Aid in the search for and rescue of lost, missing or overdue persons, from young children to elderly adults, throughout the county and in adjoining jurisdictions. Assignments may also involve searches for evidence. Members may be called upon to conduct low angle rope rescues and administer first aid to victims. Members of the team may develop areas of expertise, such as dog handling, man tracking, ATV operation and search management functions. Emphasis is placed on training and working as a team. Duties may also involve events like Coast Watch and Infineon Raceway.		
QUALIFICATIONS		
Required skills, abilities, education levels, or other qualifications necessary for the job: Emergency Medical Responder level first aid training (through SRJC or other commercial and non profit providers) required to be obtained within first year of membership. Must be mature, capable and reliable with a professional manner and show an availability to respond to calls/searches 24 hours a day 7 days a week.. Must be a resident of Sonoma County. Must be in good physical condition and able to hike in varied terrains. An oral interview is held prior to acceptance and a thorough background check will be conducted..		
TIME COMMITMENT		
Number of hours per week: Varies, 8 to 40 hours per month.		
Set required schedule: Yes <input type="checkbox"/> No <input type="checkbox"/> If yes, list hours/days per week: Mandatory meeting, plus on-call		
Special Project <input type="checkbox"/> Ongoing Position <input type="checkbox"/> For projects, estimated # of hours and date of completion:		
Minimum length of commitment needed from volunteer or intern: 2 years		

BENEFITS TO VOLUNTEER AND/OR INTERN

Specific training and/or experience the worker will receive: 1) Once a month combined meeting and training on second Wednesday evening of each month. 2) Once a month required full day training on weekend following Wednesday evening meeting, alternating between Saturdays and Sundays. Training in wilderness navigation skills with map and compass and GPS, tracking, search theory and tactics, helicopter operations and survival skills.

FOR INTERNSHIPS ONLY

Paid internship **Unpaid internship**

Supervision time per week the intern will receive:

Additional Requirements or conditions:

ADDITIONAL JOB REQUIREMENTS

- Confidentiality:
- Background check: Extensive background check is required.
- Dress codes: following Sheriff's Office regulations
- Valid CA driver's license if work requires driving a County or personal vehicle. Photocopy for file:
- Proof of Auto Insurance if driving a personal vehicle on County business. Photocopy for file:
- Physical Requirements: Must be able to carry a 30 pound gear bag
- Other: Purchase a field uniform that costs about \$80

Will worker be driving a County car? YES <input type="checkbox"/> NO <input type="checkbox"/>	How Often?
Will worker be required to use own vehicle? YES <input type="checkbox"/> NO <input type="checkbox"/>	How Often?
Will worker operate any other machinery? YES <input type="checkbox"/> NO <input type="checkbox"/>	If so, what?
Supervisor's Name: Deputy Debbie Little	Phone: 565-7196
	Voice Mail:
Supervisor's Title:	Email: Debbie.Little@sonoma-county.org
	Fax: 707-565-7194

FOR RISK MANAGEMENT USE ONLY

Has position been previously approved for WC? YES [] NO []	
[] Reviewed and Approved	Comments:
[] Denied	Reason:
Risk Management Signature:	Date of Signature: