



Volunteer Application Packet

Recruitment Announcement

River City Search & Rescue, Inc. (RCSAR) is currently accepting applications for all positions. RCSAR is a multi-hazard, secondary response search, rescue, and recovery agency. Overseen by the RCSAR Board of Directors, we provide countless services to the residents, visitors and tourists who recreate northeast Florida and southeast Georgia. Based in Jacksonville, our primary response area includes Duval, Nassau, St. Johns, Flagler, Putnam, Clay, Alachua, Bradford, Union, Baker, and Columbia counties in northeast Florida as well as Camden, Charlton, Ware, Glynn, Clinch, and Ware counties in Georgia. River City SAR is built upon extremely motivated and highly trained individuals, dedicating and volunteering their free time to saving others and serving their community.

Position Descriptions

Operations Section – The Operations Section of River City SAR is the field services and active response element of the unit. This is the largest division and is what most people think of when they imagine being a SAR member. Each and every position within the operations division is physically demanding and rigorous. For this reason, those with known medical issues who apply to the operations section may instead be reassigned to the administrative section.

SAR Candidate – This is the basic field SAR operative. As a candidate you will attend several months of training in preparation to be certified and qualified as a SAR team member. Your training begins with introductory and/or fundamental courses in search and rescue and will include courses in land navigation, lost person behavior, crime scene awareness, and survival tactics. Once completed with your training, you will begin to work in the field to search for lost and/or missing individuals or evidence.

SAR Team Member-This is the field level qualified SAR responder. Team member certification is achieved upon completion of the National Association of Search and Rescue (NASAR) Search and Rescue Technician level II (SARTECH II) certification, team specific training, and the completion of the probationary period. As a team member, you search for those who are lost, missing, or otherwise overdue, and items of evidentiary value. You also assist in the training of new SAR candidates and team members.

Communications Technician – This position requires knowledge of communications procedures, equipment, and techniques. As a communications technician, you will be the lifeline between the team in the field and the command post. This is a great position for those who have an interest in amateur (HAM) radio. You will work with VHF and UHF radio systems to communicate with team members, other agencies, or the command element.

Emergency Medical Technician – RCSAR is not a licensed BLS or ALS provider agency, however we do have a need for multiple EMT's on our staff to provide immediate care to victims in the field or injured team members. EMT's provide a higher level of emergency care to patients and wounded rescuers in the field. Our top priority is the safety of our staff and the health and wellbeing of our patients. We support this with highly trained Emergency Medical personnel who are our first line of response to sick and injured subjects who are otherwise outside the capabilities and/or reach of conventional Fire and EMS responders. EMT's may choose to be fully field qualified members or may operate in a limited field capacity and act as a command post or a public event BLS provider.

Runner – As a runner, your responsibilities would include relaying messages, items, or personnel from point to point.

Administrative Section – The administrative section is the direct support network of the Operations Section; providing equipment, communications and overhead services directly to the field operatives. Support personnel provide an essential service to RCSAR. These services are often best suited for those who wish to contribute to the vision and the mission of RCSAR but are unable or do not wish to be full field operatives. Depending on the position, most support positions will have limited to moderate field exposure and will require minimal training in most cases.

Public Relations – This position will assist the unit with P.R. functions, fundraising and marketing to the public. PR personnel will help to develop promotional literature, plan fundraising events, design future recruitment and PR ads as well as other tasks as needed. This is a low impact position with no field exposure and minimal training required.

Communications Technician – This position requires knowledge of communications procedures, equipment, and techniques. As a communications technician, you will be the lifeline between the team in the field and the command post. This is a great position for those who have an interest in amateur (HAM) radio. In the command post, you will relay messages from the teams to the incident commander and back, log all communications, monitor communications among the teams, communicate with various partner agencies, and operate a variety of communications equipment.

Quartermaster/Logistics Technician – This position is integral to the operations of the team. In this position, you are responsible for issuing, receiving, distributing, requisitioning, and acquiring any and all team related supplies or any gear or supplies that the team may need in order to execute their mission. Whether its batteries for radios or requesting an aircraft for an aerial survey, it is this position who delivers the goods.

Scribe – As a scribe, you will be responsible for keeping accurate and complete notes and documentation of every action that is taken during a mission. You may be assigned to the

command post, with a communications technician, or another location to document actions, radio traffic, or personnel checking into and out of the incident.

SAR Contact Information

River City Search and Rescue, Inc.
Steven Smith, President
Telephone: (352) 888-6003
Address: 2771-29, Box 172, Monument Rd.
Jacksonville, FL 32225
E-Mail: S.smith@rivercitysar.org

Physical Agility / Training / Fitness Requirements

Physical Ability Standards are NOT set for any of our positions, however, RCSAR is providing you with the following information in order to give you a general idea of the amount and type of work that you will encounter based upon the position that you have applied for with us. RCSAR does not provide, nor does River City Search and Rescue, Inc. Board of Directors (RCSAR, Inc.) require, any applicant or volunteer to submit to a physical exam, physical agility, or fitness test. **RCSAR, nor RCSAR, Inc., provide any type or kind of worker's compensation or health insurance for individuals providing volunteer services, therefore it is imperative that all individuals who wish to volunteer with RCSAR/RCSAR, Inc. ensure that any injuries incurred while volunteering with RCSAR/RCSAR, Inc. will be covered by their individual insurance plan.**

The USFS Work Capacity Test provides an excellent framework, and is very similar in nature to SAR activities.

The Physical ability standards are broken in to 3 categories:

- **Light** - work involves mainly office-type work with occasional field activity. Most *Administrative Section personnel* will fit in this category.
- **Moderate** - work involves lifting 25 – 50 pounds, and occasional demand for moderately strenuous activity. All Operations Division personnel and SAR Recruits perform moderate duty at least 50-75% of the time.
- **Arduous** - work involves above average endurance (aerobic fitness), lifting more than 50 pounds (muscular fitness), and occasional demands for extraordinarily strenuous activities. Team Leaders, Field Leaders and SAR EMT's will encounter this level of work on a frequent basis. All other Operations Section personnel will most likely encounter this level of work 25-50% of the time.

USFS Fitness Requirement Test Description

Arduous Pack Test 3-mile hike with 45 pound pack in 45 min

Moderate Field Test 2-mile hike with 25 pound pack in 30 min
Light Walk Test 1-mile hike in 16 min

Costs

River City Search and Rescue is a volunteer service and is not publicly funded, certain personal costs will be incurred for the purchase of personal field gear, perishables, uniform items, fuel and other expenses during training and emergencies. Cost should never be a reason for not applying. There are many avenues for fund raising and obtaining gear to ensure that all dedicated and committed candidates and support personnel will be able to participate and attend training. Anyone with questions or concerns regarding costs or obtaining personal equipment should feel free to contact any of the senior membership or River City SAR staff. River City SAR has a small cache of personal equipment items that can be issued to volunteers to assist in offsetting costs and gear needs. Please feel free to contact us regarding the availability of gear and your personal equipment needs.

National Incident Management System

In 2004, the Department of Homeland Security released Presidential Directive #8, requiring all emergency responders, regardless of affiliation to hold appropriate NIMS certifications for their position. The primary function of this directive is to ensure that all emergency response agencies throughout the United States will be able to interoperate during large scale emergencies and disasters. Therefore, all SAR recruits must complete NIMS IS-100, IS-200, IS-700, and IS-800 as is appropriate for their level of training. These are lifetime certifications and need only be completed once. All NIMS certificates are obtained online at the availability of the candidate. Go to <http://training.fema.gov/IS/crslist.asp> to access the courses. Please forward the confirmation e-mail that you receive after successfully passing the classes to chi@rivercitysar.org and we will log your completion.

Application Instructions

The proceeding information is for your reference and for you to keep.

The application process is as follows:

1. SAR Candidate applicant completes the River City SAR Volunteer Application (attached).
2. Applicant returns all pages of the application, attaching copies of any special licenses (medical, engineers) and certifications that he/she holds.
3. Return application to River City SAR for approval. The RCSAR Coordinator will review each application package.

4. The RCSAR Coordinator will e-mail you instructions and a permission form for a criminal background check.
5. Once all paperwork has been approved and the background check completed, the SAR Coordinator will forward the appropriate information and contact applicant to arrange an appointment to issue an ID card with photograph and signature of applicant. This initial ID card will be a 'Probationary' level card.

Submit your application by mail or email to:

River City Search & Rescue, Inc.
2771-29, Box 172, Monument Rd.
Jacksonville, FL 32225
Email: membership@rivercitysar.org

Please print this packet (2 sided printing may be used to conserve paper) detach the following pages and deliver/mail them accordingly. Please retain a copy of your application for your records.

Please attach copies of ANY previous training pertinent to the position you are applying for. A confirmation receipt will be emailed to you once your application is received.

All information provided is considered confidential and will not be released or shared with any person or party outside of the application and background check process.

Volunteer Application

Position Applied For:

SAR Team Candidate _____ EMT _____ Communications _____
Field Support/Transportation _____ Incident Management _____ Team Instructor _____
Quartermaster/Logistics Technician _____ Public Relations _____

Personal Information

Full Name (Last, First, Middle) _____

Address _____

City _____ Zip Code _____

Height _____ Weight _____ Sex _____ DOB _____

Hair Color _____ Eye Color _____ Blood Type _____

Agency/ Employer _____ Position _____

Contact Information

Phone ~ Home _____ Work _____ Cell _____

Pager _____ E-Mail _____

Emergency Contact _____ Phone _____

Relationship _____

Why do you want to participate in Search and Rescue?

Driving Status

1. Can you currently operate an automobile? Yes No
2. Do you hold a valid driver's license Yes No
3. Have you ever had your license suspended or revoked? Yes No

If yes, when and why? _____

4. Do you have current Auto Insurance? Yes No

Training and Experience

List all applicable training and experience related to Search and Rescue. Include copies of all certifications/documentation available. Attach additional sheets if needed.

Certifications

Certification Level / Grade Issued by Issued Expires

BLS Provider CPR _____

BLS Provider First Aid _____

Airborne/Blood borne Pathogens _____

BLS CPR Instructor _____

BLS First Aid Instructor _____

Tech. Rescue Awareness _____

ICS IS-100 _____

ICS IS-200 _____

ICS IS-300 _____

ICS IS-700 _____

ICS IS-800 _____

Haz-Mat Awareness _____

Emergency Medical Technician _____

Wilderness First Aid _____

Wilderness First Responder _____

Wilderness EMT Upgrade _____

Medical Screening

The following information is provided solely for the purpose of medical screening and for use in the event of a medical emergency. All of the following information is Protected Health Information under United States HIPPA Laws and will remain confidential. This information is only used in the event of an emergency and to confirm your suitability for the position applied for.

History: List any previous significant surgeries, severe injuries, sports injuries, etc.

Medications: (List all medications including allergy medications taken on a regular basis)

Allergies: (List any allergies to medications, foods, plants, latex, etc. and type/severity of reaction)

Conditions: Previous Seizure Heart Attack Stroke Bone/Joint Disorder Heart Condition Diabetes Asthma COPD Lung Condition Current/Recent Pregnancy Serious Trauma Other Medical conditions:

Other Info: -

Attach additional pages as necessary. A medical condition is not an automatic bar to employment. Each case is considered on its individual merits based on the position(s) applied

for. LACK OF REQUESTED INFORMATION IS BASIS FOR REJECTING A VOLUNTEER APPLICATION.

Background Information

Criminal Conviction/Traffic Violations: Have you ever been convicted of:

(a) A misdemeanor, gross misdemeanor or felony (excluding juvenile adjudication)?

Yes No

(b) A moving traffic violation within the last five years? Yes No

If yes, indicate such below giving date(s), time(s), locations(s) and circumstance(s). Include any conditions of your parole and/or probation, if applicable. Moving traffic violations will only be considered if driving a vehicle is a job requirement. A criminal conviction is not an automatic bar to employment. Each case is considered on its individual merits. LACK OF REQUESTED INFORMATION IS BASIS FOR REJECTING A VOLUNTEER APPLICATION.

Volunteer Applicant Certification:

IMPORTANT. PLEASE READ BEFORE SIGNING.

1. I declare that any statements made by me in this volunteer application or information provided are true and complete. I understand that statements made and information provided by me are subject to verification and that any misrepresentation, fraud, or omission of material facts are grounds to deny membership or for disciplinary action, including dismissal, after membership is granted.

2. I attest that I have the legal right to live and work in the United States (proof may be required on acceptance of membership)

3. I am able to speak, read, and write in the English language

4. I affirm that I have read the minimum requirements for the River City Search and Rescue Team and agree to meet the minimum standards to perform the requested duties.

5. I am in adequate physical condition to carry out the emergency assignment given to me and that I am not subject to any medical problems or other infirmity of body or mind, except as noted herein, which might render me unfit to carry out my emergency assignment

6. In connection with this volunteer application, I authorize River City Search and Rescue, Inc. or any agent acting on its behalf to conduct an inquiry into any information related to my potential or continued employment with them and authorize the release of any such

information including, but not limited to, any criminal conviction or driving offense on my record. **(Initial below if you do not want your present employer contacted.)**

Moreover, I hereby release River City Search and Rescue, Inc. and any agent acting on its behalf from any and all liability of whatever nature by reason of requesting such information from any person.

I request that you do not contact my present employer unless necessary to determine my qualifications for the position. **Initial** _____

7. I fully understand that there are inherent risks involved with Search and Rescue work throughout the training process, active duty, response, transport, etc. I knowingly accept these risks and understand that River City Search and Rescue, Inc. takes appropriate measures to ensure safety during all operations. I further agree to maintain a safe working and training atmosphere for myself, my team, my patients and the public by always acting and operating all equipment and vehicles in a safe manor. I understand that failure to do so, willfully, unknowingly, by my actions or lack of actions, I can be terminated and/or removed from active status.

I certify under penalty of Perjury under the laws of the State of Florida that the foregoing is true and correct.

Printed Name

Date

Signature

RCSAR USE ONLY

Date Received	Background Received	Accepted/Rejected	Reason