

VOLUNTEER IN POLICING: RANGE ASSISTANT
POSITION DESCRIPTION

Department:	Police	Location:	Dallas City Hall
Date:	February 2021	Job Group:	Volunteer

GENERAL PURPOSE

Volunteers in Policing (VIPs) donate their time and skills to assist the Police Department to better serve the community in which they live. Range Assistants assists the Firearms Team during live ranges.

SUPERVISION RECEIVED

Volunteers work under the general supervision of the Range Master and serve at the pleasure of the Chief of Police or his/her designee.

SUPERVISION EXERCISED

None

ESSENTIAL DUTIES AND RESPONSIBILITIES

The following list is not meant to be an exhaustive list of duties. Other duties may be assigned as needed:

May serve as firing line safety and/or training officer. Depending on training, volunteer may assist during department range training and reserve academy firearms qualification.

May assist in recycling efforts by taping and/or covering targets for reuse or by sorting brass and aluminum rifle and pistol cases to recycle.

Ensures safety equipment is worn while range is in use.

MINIMUM QUALIFICATIONS

Volunteers must be at least 18 years of age

PHYSICAL DEMANDS / WORK ENVIRONMENT

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this position, the volunteer is regularly required to use hands to finger, handle, feel or operate objects, tools, or controls and reach with hands and arms. The volunteer frequently is required to stand, talk and hear. The employee is occasionally required to walk, sit, climb or balance, stoop, kneel, crouch, or crawl, and smell.

The volunteer must frequently lift and/or move up to 25 pounds and occasionally lift and/or move up to 100 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

The work environment characteristics described here are representative of those a volunteer encounters while performing the essential functions of this job. Reasonable accommodations may be

made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the volunteer frequently works in outside weather conditions. The volunteer occasionally works near moving mechanical parts; in high, precarious places; with explosives and is often exposed to wet and/or humid conditions or direct sunlight for extended periods. The volunteer will be exposed to—with varying frequency—chemical fumes, airborne particles, toxic or caustic chemicals, extreme cold, extreme heat, biologically hazardous substances and vibration.

The noise level exposure by the volunteer will normally be moderate to loud.

SELECTION GUIDELINES

All of our volunteers must complete and submit a volunteer application and complete a background check and thorough orientation process.