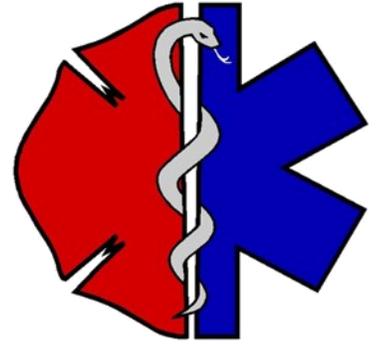


Fire and EMS Administrative Officer Course



“ACADEMY ON THE ROAD” (AOTR) Program

The Pennsylvania State Fire Academy is offering this 24-hour Fire and EMS Administrative Officer Course to educate those in an administrative leadership positions within a volunteer or combination Fire/EMS organizations. The course outlines modern management techniques, to include managing the business of the

organization, board management and governance, managing human resources, risk management and dealing with the public and elected officials.

This course is presented in cooperation with the Pennsylvania Association of Nonprofit Organizations (PANO) with financial support of the Department of Community and Economic Development (DCED). **Course Tuition: \$150.00.**

The course instructors are a combination of PA State Fire Academy and PANO instructors.

Students are required to attend (three 8-hour classroom sessions that meet once a month for three months), participate in class activities and complete homework assignments specifically designed to improve the operations of their organizations. The instructors review the homework assignments and provide feedback.

Strengthen Your Knowledge and Oversight of the Legal and Fiduciary Requirements for Running a Nonprofit Fire/EMS Organization

Learn the Implementation of Best Practices to Create Efficiency and Effectiveness of Operations

Access Course Content and Educational Resources Provided by the Standards of Excellence® Ethics and Accountability Program for Nonprofit Organizations

"After taking this course, I told every firefighter in my department that they should be in a class like this one. Unfortunately, the business end of operating a fire company can easily be overlooked. This course opened my eyes on how we can be more efficient and operate with integrity and consistency on both sides of the house."
Jody Rainey, Cherryhill Township Volunteer Fire Co., Indiana County

To host this AOTR course, please visit the PA State Fire Academy website www.osfc.pa.gov and find the AOTR application and return to the PA State Fire Academy at 1150 Riverside Drive, Lewistown, PA 17044