ILLINOIS FIRE CHIEFS ASSOCIATION

Educational and Research Foundation

"Dedicated to excellence in the Fire Service"

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The Illinois Fire Chiefs Educational and Research Foundation (IFCERF) is in search of a Program Coordinator for the IFCERF Fire Officer Program.

POSITION SUMMARY

The **Fire Officer Programs Coordinator (FOPC)** is responsible for the comprehensive leadership, administration, and quality assurance of all Illinois Fire Chiefs Educational and Research Foundation (IFCERF) sponsored Fire Officer development programs. These include the Company Fire Officer (**CoFO**), Advanced Fire Officer (**AdFO**), Incident Safety Officer (**ISO**), Instructor (**INST1 | INST2**), and Training Program Manager (**TPM**) courses. The FOPC ensures consistent instructional standards, compliance, instructor management, student engagement, and program reporting. The Chief Fire Officer Program is not included as part of the job duties.

COMPENSATION

$1,250 monthly stipend ($15,000 annually)

QUALIFICATIONS

- Certified Instructor II (OSFM); Certified Instructor III (OSFM) preferred
- Certified AdFO/Fire Officer II (OSFM) or above required
- Certified Training Program Manager (TPM)
- Demonstrated leadership and instructional excellence in the fire service
- Strong communication, organization, and team-building skills
- Experience in collaborative efforts with other similar state organizations, community colleges and universities
- Availability to teach in-person at host training sites (weekday, weeknight or weekend formats)

HOW TO APPLY

Submit a completed **Program Coordinator Application (link here)**, resume, and a brief statement of your instructional philosophies to:

Chief (ret.) Forest Reeder Fire Officer Program Coordinator
freeder@illinoisfirechiefs.org 708-878-6881

Application form is available upon request or by visiting www.illinoisfirechiefs.org

This position is immediately available and applications will be accepted until the position is filled. The first review of applications is tentatively scheduled for August 18, 2025.

◆ Fire Officer Programs Coordinator (FOPC)

◆ **Curriculum and Instructional Oversight**

- Develop and maintain course content, objectives and learning outcomes aligned with applicable standards (e.g., OSFM, NFPA).

- Coordinate consistent instructional delivery across all course formats (in-person, virtual, hybrid).

- Create and manage course resources including PowerPoints, digital presentations, and supporting handouts.

- Oversee program development sessions: content design, instructor assignment, session scheduling, attendance, and performance tracking.

- Serve as class lead and, as needed, assistant instructor to ensure continuity and support, any instructional time is not considered part of this position and is paid at the instructor pay rate.

◆ **Instructor Management**

- Recruit, interview, select, and assign qualified instructional staff.

- Designate a class lead instructor per course and provide ongoing mentoring.

- Monitor instructional performance and facilitate professional development.

- Maintain instructor assignment records and process compensation documentation.

◆ **Program Delivery and Logistics**

- Develop, maintain and update the annual schedule of course offerings and coordinate regional site logistics.

- Secure training venues and manage delivery equipment (laptops, projectors, materials).

- Monitor classroom operations, resource needs, and on-site support before and during courses.

◆ **Online and Blended Course Management**

- Design, manage, and support the online learning platforms for Phase 1 coursework.

- Assign virtual classroom sessions and monitor student participation and progress.

- Track student assignment completion, attendance, and submission of required work.

- Coordinate, assign, and evaluate any required make-up sessions or supplemental content.

◆ **Records Management and Compliance**

- Coordinate efforts with Foundation Registrar and Records Manager.

- Ensure courses meet the Office of the State Fire Marshal (OSFM) standards and submission timelines.

- Align all course delivery with OSFM expectations.

- Maintain accurate class rosters, test scores, student evaluations, and completion documentation.

- Complete and submit reports required by OSFM and the Foundation in a timely and organized manner.

- Conduct annual records audits and develop policies for digital and physical record retention.

◆ **Student Registration and Processing**
- Monitor the online student registration process.

- Coordinate with Records Manager for roster updates and registration concerns.

- Track student documentation including tuition, and communications with IFCERF office and Records Manager.

◆ **Quality Assurance and Reporting**
- Implement program evaluation processes including student surveys and instructional critiques.

- Produce bi-monthly updates and an annual summary report including student counts, financial performance, and evaluation results.

- Develop and refine task checklists and operational manuals for each program cycle.

◆ **Peer Review and Professional Development**
- Create and coordinate a *Peer Review Advisory Board* meeting, including scheduling, agenda preparation, and documentation.

- Collect feedback and integrate recommendations into course improvements.

◆ **Marketing, Funding and Outreach**
- Develop marketing materials and promote course offerings through the IFCA network and affiliated platforms.

- Seek sponsorship and grant opportunities to support program delivery and reduce participant costs.

- Manage relationships with corporate partners and funding agencies.

◆ **Program Alignment**
- Monitor national certification trends (e.g., Pro Board, NFPA) and adjust curriculum accordingly.

- Ensure reciprocity pathways are clearly communicated and accessible to students.

◆ **REPORTING and DELIVERABLES**
- **Reports To:** Illinois Fire Chiefs Educational and Research Foundation President or designee

- **Routine Reporting**

  o Bi-monthly written updates on program status, instructor performance, and operational issues.

  o End-of-year report summarizing student headcount, program delivery metrics, course feedback, and financial tracking.

- **Annual Deliverables**

  o Operational manuals for each course (pre-class, in-class, and post-class procedures)

  o Master calendar of offerings and instructor assignments

  o QA evaluation summaries and improvement actions

  o Annual report of activities