

# 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 administrative leadership positions within volunteer and combination Fire/EMS organizations. The course outlines modern management techniques, including managing the business of the organization, board management and governance, managing human resources, risk management, and working 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).

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.

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

**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**