



**FIRE DEPARTMENT • CITY OF NEW YORK**  
**Supplement No. 4 to Department Order No. 6**  
**January 15, 2019**  
**Edited Online Edition**



**2.1.1 UNIFORMED ACADEMY DIRECTOR, FDNY FIRE CADET ACADEMY**

**Position Description:**

As part of its overall strategic plan to build a Youth Workforce Pipeline, the FDNY will be planning, implementing, and launching a Fire Cadet Academy. The mission of the Academy is to attract men and women from across the city between the ages of 20 and 27 who wish to become firefighters. The Cadets will work in a variety of positions in the Department for two years, in order to become familiar with the many roles of the FDNY in emergency service. FDNY seeks a dynamic and experienced officer, in the rank of Captain or above, to help lead this new initiative. Working in partnership with the Academy Administrator of the FDNY Fire Cadet Academy and with FDNY Executive Staff, the Uniformed Academy Director will be an integral member of the team designing and implementing the FDNY Fire Cadet Academy.

**Specific Responsibilities:**

- Recruiting, selecting and training of well-qualified uniformed Academy staff and cadet mentors.
- Directing the Fire Cadet Saturday Academy Sessions including the knowledge-based instruction and physical training programs.
- Implementing the structured guidelines for academic and professional development of all Fire Cadets.
- Directing the weekly mentoring sessions for Fire Cadets.
- Monitoring all Academy activities, conducting evaluations, and making recommendations to FDNY Executive Staff as necessary.
- Developing a positive working relationship with the Fire Cadets and acting as a leader and mentor to them throughout the Academy's duration.
- Acting as the uniformed representative of the Academy at Cadet events, FDNY events, and events at other agencies and external groups.

**Requirements:**

- Experienced officer in good standing, in the rank of Captain or above.

**Preferred Skills:**

- Demonstrated Leadership ability.
- Bachelor's Degree or above.
- Excellent oral and written communication skills.
- Experience working with and/or mentoring young adults.
- Excellent organizational skills, including experience in administration and/or project management.
- Familiarity with Word, Excel, PowerPoint, and Outlook.
- A commitment to increasing diversity within the ranks of the FDNY and creating a welcoming and inclusive workplace.

**Application Process:**

Off-Line job position descriptions and applications can be accessed on the Intranet from the *Workplace Related* dropdown menu. Select *Off-Line Position Lookup* and enter the corresponding control number. To apply, email completed applications to [Christian.Gomez@fdny.nyc.gov](mailto:Christian.Gomez@fdny.nyc.gov) by January 29, 2019.

<b>Control #</b>	<b>Rank</b>	<b>Title</b>
RD-0008	Capt/BC	Fire Cadet Academy Director

Interested members seeking additional information may contact Captain Adam Wodzinski, via email at [Adam.Wodzinski@fdny.nyc.gov](mailto:Adam.Wodzinski@fdny.nyc.gov).

By Order of: **Daniel A. Nigro**, *Fire Commissioner*  
**John Sudnik**, *Acting Chief of Department*