



Recruitment & Retention Coordinator

Revised 10/11/2018

GENERAL DUTIES

The Recruitment & Retention Coordinator manages the District's volunteer programs including the recruitment, scheduling of training and retention of volunteer firefighters. The position may act as a liaison between the Fire District and other volunteer and community programs and government agencies. This position manages the Fire District's Federal SAFER Grant for the recruitment and retention of volunteer firefighters. The SAFER Grant performance period begins in December of 2018 and terminates in December of 2022.

This position is assigned to an adjustable 40-hour work week, typically 8:00 am to 5:00 pm Monday through Friday. However, adjustments may be made for weekend and evening work hours at training drills, community events and other functions as necessary to obtain program goals and to meet the needs of the District. Travel is primarily local or regional during the business day, although some out-of-area overnight travel may be expected.

This position is a temporary job classification that is not represented by a labor union or subject to civil service regulations. This position is administrative in function and does not include emergency response duties. The person filling this position is not eligible to be a volunteer firefighter with the Woodburn Fire District.

SUPERVISION RECEIVED

The Recruitment and Retention Coordinator works under the supervision of the Operations Captain or his designee. The Operations Captain and/or his designee and the Volunteer Coordinator will meet regularly to review the goals and objectives of the volunteer coordinator's position.

EXAMPLES OF WORK

- Coordinates and manages the volunteer firefighter program including participation requirements, reimbursement policies, volunteer scheduling, training, etc.
- Assists the Operations Captain in developing, implementing, and maintaining recruitment and retention programs, equipment, displays and marketing materials.
- Monitors the program success, researches new programs, and monitors the development of new recruits. Communicates with Operations Captain to ensure EMS and DPSST training compliance.
- Provides support to volunteers which may include assisting with issuing PPE, training, coordinating volunteer activities and other duties as assigned.
- Schedules recruitment activities at community events, develops public relations with the media as well as new partnerships with local businesses, schools, civic organizations, and

other community and government organizations as it pertains to recruitment and retention of volunteers.

- Serves as the primary point of contact for new volunteers. Disseminates pertinent information regularly to all groups. Facilitates the volunteer mentoring program and maintains an “open door” policy for all volunteer personnel.
- Assists Operations Captain and District Training Committee as needed with Volunteer Recruit Academy, recruit testing, new member orientations. Schedules new firefighter physicals.
- Communicates regularly with duty crews regarding volunteer performance and participation.
- Develops and implements performance appraisal programs for volunteers.
- Responsible for accurate documenting and reporting of volunteer activities and participation.
- Manages the District’s Federal SAFER Grant program. Responsible for maintaining communication, compliance, and reporting with the Federal Government. Coordinates the procurement of turnouts with the District PPE program manager using federal purchasing guidelines. Assists the Office Administrator with reimbursement billing for program expenses. Manages the SAFER Grant annual budget.
- Coordinates and/or assists with volunteer functions, such as graduation ceremonies, award presentations, etc.
- May attend meetings as requested including staff meetings, board meetings, volunteer, and training meetings. May also attend conferences, seminars, or training sessions to maintain and improve and job knowledge, management, and communication skills.
- Performs special projects, programs, or other duties as assigned.
- May drive District vehicles to transport members, run errands, and attend classes.

KNOWLEDGE, SKILL AND ABILITY

Develops thorough knowledge of Fire District policies, rules and regulations as they pertain to volunteer firefighters, and has the ability to apply them to the job setting. Possesses the ability to express ideas clearly and concisely in English both orally and in writing to groups and individuals; Ability to effectively communicate verbally in Spanish to individuals; Ability to maintain effective working relationships with both career and volunteer personnel within the department; the ability to coordinate, schedule and monitor the activities and assignments of District volunteers. Ability to project a positive image for the Fire District. Ability to work cooperatively and effectively with fellow employees and the general public. Skilled in the use of computers including Microsoft Office.

REQUIRED QUALIFICATIONS

- AAS Degree or two years (90 credit hours) of college coursework
- Must have a valid driver's license and be insurable.
- Must have a clean criminal history.
- Outstanding personal communications skills.
- Proficient computer skills including the use of Microsoft Office.
- The ability to express ideas clearly and concisely in English both orally and in writing to groups and individuals; Ability to effectively communicate verbally in Spanish with individuals.
- Ability to work a flexible schedule including some evenings and weekends.

PREFERRED QUALIFICATIONS

- Bachelor Degree in Business Administration, Public Administration, Communications, or related field.
- Experience in effective volunteer recruitment and retention activities.
- Experience in public speaking and public presentations.
- Demonstrated project management and program development experience.

NECESSARY SPECIAL QUALIFICATIONS

Employees of this classification must, by virtue of their professional background, experiences, accomplishments and perspectives, be compatible with the organizational culture and climate of the Woodburn Fire District.

PHYSICAL DEMANDS

While performing the duties of this job, the employee is frequently required to walk, sit, talk, see, hear, feel or operate objects, operate and travel by automobile or truck. Occasionally, there is a need to reach and perform moderate lifting (up to 40 lbs).

WORK ENVIRONMENT

The environment characteristics described here are representative of those that a Recruitment & Retention Coordinator encounters while performing the essential functions of the job.

Work is performed in an office, other business/community structures, occasionally in vehicles or outdoor settings in varying weather conditions, during the day and sometimes at night.

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.