



Woodburn Fire District

Employment Opportunity

Recruitment & Retention Coordinator

The Woodburn Fire District is seeking qualified candidates to perform the duties of a recruitment and retention coordinator. This is a temporary, full-time position responsible for the management of a four-year federal SAFER grant for the recruitment and retention of volunteer firefighters.

Salary: \$25 Hourly

Employee Benefits: No employee benefits are included with this temporary position beyond what is required by state employment law.

How to Apply: Application forms are located on the District website at the following link: <https://woodburnfire.com/human-resources>. Complete an application and submit it with a cover letter and resume to Woodburn Fire District at office@woodburnfire.com or 1776 Newberg Hwy, Woodburn, OR 97071. Applications must be received no later than **5:00 pm on November 15, 2018**.

Description – Recruitment & Retention Coordinator

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 will 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.

Required Qualifications

- AAS Degree or two years (90 credit hours) of college coursework
- Valid driver's license and insurable driving record with the District's insurance company.
- 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/or program development experience.

Knowledge Skills and Abilities

- Knowledge of Fire District policies, rules and regulations as they pertain to volunteer firefighters, and the ability to apply them to the job setting.
- 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.
- 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.

Physical Requirements

While performing the duties of this position, 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).

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 Recruitment and Retention Coordinator will meet regularly to review the goals and objectives of the volunteer coordinator's position.

The description of job duties, responsibilities, and requirements listed above is intended to be illustrative and is not intended to list all duties, responsibilities, and requirements that may be required for the performance of the of the job classification. Employees may be required to do all or some of the listed duties, or other related duties as needed by the District. The above statements are intended to describe the general nature and level of work being performed by employees assigned to this classification. It is also intended to be compliant with the Americans with Disabilities Act.

Woodburn Fire District Employment Policy

The Woodburn Fire District provides equal employment opportunities to all employees and applicants for employment without regard to race, color, religion, sex, national origin, or disability. In addition to federal law requirements, the Woodburn Fire District complies with all state laws governing nondiscrimination in employment. This policy applies to all terms and conditions of employment including recruiting, hiring, placement, promotion, termination, layoff, recall, transfer, leaves of absence, compensation, and training.

If you are a veteran and wish to request veterans' preference credit, please indicate that in your cover letter, and submit a DD-214 form with your application materials.