

JOB ANNOUNCEMENT

RECRUITMENT/RETENTION/TRAINING

COORDINATOR TEMPORARY FULL-TIME POSITION

North Douglas County Fire & EMS is accepting applications for a temporary full-time Volunteer Recruiter/Training Assistant Position lasting four (4) years. The successful candidate will be in handling recruitment/retention and assist with training for Fire Departments in the North Douglas County Region. These departments include Scottsburg Rural Fire District, Elkton Rural Fire District, Kellogg Rural Fire District, Oakland Rural Fire District, and North Douglas County Fire & EMS. North Douglas County Fire & EMS will be managing the grant and the successful applicant will work directly with agencies Fire Chiefs at their discretion.

The Recruiter/Retention position will perform volunteer recruitment and retention duties that require a self-motivated individual that is creative and an independent thinker. Duties will include scheduling, teamwork, and marketing skills. Recruitment and retention are a priority for this position and the successful applicant will be assisting with record keeping, continuing education and training of all fire personnel as recruitment goals are met. Recruiters will be required to have strong communication skills and the ability to work well with the associated Fire Chiefs to gain knowledge of community needs.

The position will last approximately forty-eight (48) months with an annual salary of \$52,000 plus approximately \$18,000 in annual benefits including PERS, health insurance, sick leave, and vacation. The purpose of this recruitment is to fill a new regional recruitment and training position.

MINIMUM QUALIFICATIONS:

- Must be at least 18 years of age.
- Must be a high school graduate or have equivalent GED certificate.
- Must have public speaking skills.
- Must have good people skills.
- Must have basic computer skills with knowledge of Microsoft Programs and data entry.
- Must be proficient in social media applications.
- Must possess a valid driver's license for at least three years and be insurable.
- Must be able to perform mental and physical tasks pursuant to the essential function of the position.
- Must be well organized.

Desired Qualifications:

- Must possess 2 years' experience as a volunteer firefighter.
- Upper division education in the area of marketing.
- Education or experience with volunteer recruitment.
- Education or experience in marketing and public speaking.
- Education or experience in event planning.
- Education or experience with scheduling and developing training schedules.

MEDICAL – PHYSICAL CONDITION

If offered employment, appointees must undergo a physical examination by a medical professional selected by the employer. The medical examination will include drug testing. Any of the following may be cause for the discontinuation of employment: results of the medical examination that identify positive results in drug testing or disclose a physical condition which will prevent the appointee from functioning the duties as assigned.

RESIDENCY REQUIREMENT

Residency will not be a general condition of employment in this position with the Districts, however, employees are encouraged to live within the Districts.

TRIAL SERVICE PERIOD

New employees shall serve a trial service period of one (1) year commencing with their first day of employment. During this period, the Districts and employee shall confirm the employment decision and determine if further employment with the District is appropriate.

“AT WILL” POSITON

An employee in this position will understand that employment and compensation can be terminated at any time.

ABOUT THE SELECTION PROCESS

To apply, submit an application and résumé to the address below. Résumés without an application will not be considered. Applications must be received by the close of business day, 5:00 pm, November 30, 2023.

Finalists will be selected from the group of qualified applicants. Interviews and/or conversations with personal references and others may be used to assist in the selection of finalists. Those selected will be invited to participate in the employment process described separately. Qualified Northern Douglas County Regional Volunteers and qualified war veterans will receive five additional points.

HOW TO GET AN APPLICATION OR OBTAIN INFORMATION

Applications may be obtained by mail or in person at 531 S Cedar St., Drain, OR by emailing Brian Burke at brianburke@ndcfems.us for information. No faxed or email applications will be accepted. Return applications and résumés to: North Douglas Fire & EMS, PO Box 277, Drain, OR 97435.

Position: Recruitment/Retention/Training

Subject: To describe a career regional position

Original Date: 11/2023

Revision Date:

General Statement of Duties:

Under the direction of the Fire Chiefs is responsible for recruitment and retention of volunteers, for Northern Douglas Counties Regional Fire Districts, develops and implements recruitment retention, and training programs, care and maintenance of specific equipment and materials associated with volunteer recruitment and retention. Record keeping along with assisting with special District and volunteer projects and duties as assigned.

Supervision Received:

Works under the direction of the Fire Chiefs who will assure tasks are completed and who reviews performance for conformity with District rules, procedures, and polices.

Supervision Exercised:

Supervision is not a routine function of this position.

Essential Job Functions: Includes but not limited to the following...

1. Develops, implements, and maintains recruitment and retention programs, materials, equipment, and displays. Monitors program success and failures, research new programs, and monitors the development of new recruits.
2. Schedules activities at community events, conducts station tours, and public presentations, develops public relations with the media as well as new partnerships with local businesses, schools, civic organizations, and other community groups.
3. Accounts for reporting required by the SAFER Act Recruitment and Retention Grant, grant funds, purchases, and other requirements.
4. Assists with development and implementation and record keeping of continuing education training and scheduling.
5. Provides support to volunteer and district functions.
6. Prepares records, reports, and other documentation to accurately record fire department activities including recruiting and retention program successes and failures and exit interviews. May also be responsible for preparing or maintaining other records, many on computer.

7. Works directly with Training Officers at the discretion of the Chiefs to assist with training plans, evaluations and record keeping.
8. Keeps the work area clean and orderly.
9. Conducts all dealings with the public in a manner to reflect a positive and professional image of the Districts.
10. Performs other duties as assigned by the Fire Chiefs.

SPECIFICATIONS:

Job Requirements:

- Graduation from high school or equivalent GED certificate is required.
- Public speaking.
- Proficient in social media applications.

Preference:

- Associate or bachelor's Degree.
- Public speaking training/experience
- Marketing background.
- Two years' experience as a volunteer firefighter.
- Current volunteer in good standing with a Northern Douglas County Fire Agency.

Must be in excellent health and free from any medical or physical conditions that would prevent the performance of essential job functions. Pass a background investigation and medical examination, including drug testing prior to hiring. Must possess basic computer skills. Must have a valid driver's license at time of appointment and must maintain valid Oregon driver's license throughout employment in this classification along with the ability to continue to be insurable.

Communications:

A person in this position must exhibit positive, effective internal and external oral and written communication skills. Build and maintain relationships outside the organization to include, but not limited to, other fire service agencies and organizations, the media, local businesses, schools, civic organizations, and other community groups.

The appointee will be assigned a flexible 40-hour workweek, which will include evenings and weekends on a regular basis.

Essentials:

- Ability to communicate effectively verbally and in writing.
- Energetic, outgoing personality with developed communication and skills required to interact with the public at all age levels.
- Ability to work well with others, both inside and outside the fire service.
- Ability to work independently, schedule, and prioritize tasks as well as work in a team environment. Must have the ability to work a flexible schedule established for the position.
- Ability to understand and follow sometimes complex/technical written and oral communications.
- Ability to solve problems, make quick decisions and sometimes use innovative methods and approaches to situations.

North Douglas County Fire & EMS

531 S. Cedar St.

Drain OR 97435

An Equal Opportunity Employer

APPLICATION FOR EMPLOYMENT

POSITION: Recruitment/Retention/Training

Coordinator

Instructions: Each question should be fully and accurately answered. No action can be taken on this application until all questions have been answered. Use blank paper if you do not have enough room on this application blank. **PLEASE PRINT**, except where signature is required. All information you give on this application will be held in strict confidence.

PERSONAL DATA

Last Name

First Name

Middle Name

Current Street Address

City

State

Zip

Telephone Number _____

Social Security Number _____

When are you available for employment? _____

Are you at least 21 years old? Yes _____ No _____

Will you take a physical examination if it is required for the job for which you are applying?

Yes _____ No _____

GENERAL INFORMATION

Do you have a valid drivers' license? Yes _____ No _____

Driver's License Number _____ State _____

Emergency Medical Technician Rating _____ Certification # _____

DPSST Certification Levels _____

AP # _____

Have you ever been convicted of any law violation (*except a minor traffic violation*)?

Yes _____ No _____ If yes, give a brief explanation.

Are you now or have you been a member of a recognized fire organization?

Yes _____ No _____ If yes, explain. _____

EDUCATION

Name, address, and location of school.	Highest Grade Completed	Did You Graduate?
High School: _____ _____		
College or University: _____ _____		
Major: _____ Degree: _____		
College or University: _____ _____		
Major: _____ Degree: _____		
Additional Education/Vocational/Technical Training	Courses	Completed
School: _____		
School: _____		
School: _____		

WORK HISTORY

List names of employers in consecutive order, with current or last employer listed first. Account for all periods of time, including military service and any periods of unemployment. If self-employed, give the firm's name and supply business references. If you worked in any position under another name, please give names(s). Include month and year.

Name of Employer, Address, City, State, Zip	Name of Last Supervisor	Employed From To
Title:	Telephone:	Salary Start Final
Reason For Leaving:		
Duties:		
Name of Employer, Address, City, State, Zip	Name of Last Supervisor	Employed From To
Title:	Telephone:	Salary Start Final
Reason For Leaving:		
Duties:		
Name of Employer, Address, City, State, Zip	Name of Last Supervisor	Employed From To
Title:	Telephone:	Salary Start Final
Reason For Leaving:		
Duties:		

SKILLS: (Please briefly indicate any job-related skills or additional information you feel may be helpful to us in considering your application.)

REFERENCES

Give three references, not relatives or former employers.

	Name	Address	Phone	Occupation
1.	_____			
2.	_____			
3.	_____			

By my signature below, I certify that all answers and statements on this application are true and complete to the best of my knowledge. I understand that should an investigation disclose untruthful or misleading answers, my application may be rejected or my employment with the agency terminated. In addition, I authorize previous employers and references to release information as necessary to verify my qualifications for employment and further give my permission for the agency or their agent(s) to conduct the required background checks including a police records check. I also release any agency from all agreed upon non-disclosure agreements that may have resulted in my separation.

_____ Initial

s Further, the employing agency may require a pre-employment physical with a physician retained by the agency. Such physical will include a drug-screening test.

My signature below serves as authorization to the physician to release all information relative to the pre- employment physical and drug testing results. If such results indicate an inability to perform the job applied for or drug use, I understand my application may be rejected or my employment with the agency terminated.

_____ Initials

I understand that if my employment is terminated by any of the Districts for dishonesty, breach of trust, or any criminal act(s) the authorities may be notified, and I may be criminally prosecuted.

_____Initials

I understand that this application does not, by itself, create a contract of employment.

_____Initials

I understand and agree that, if hired, MY EMPLOYMENT IS TEMPORAY, FOR NO DEFINITE PERIOD OF TIME, and may, regardless of the date of payment of my wages or salary, BE TERMINATED AT ANY TIME, subject to Districts policies and rights provided by written contract.

_____Initials

I understand that NO PERSON IS AUTHORIZED TO CHANGE ANY OF THE TERMS MENTIONED IN THIS EMPLOYMENT APPLICATION FORM.

_____Initials

SIGNATURE: _____ **DATE:** _____

Return application and résumé to:
North Douglas County Fire & EMS
P.O. Box 277
Drain OR 97435

Applications must be returned in person or by mail; NO FAXES
ACCEPTED

**NO APPLICATIONS WILL BE ACCEPTED AFTER NOVEMBER
30th AT 1700 HOURS WHETHER MAILED OR DELIVERED IN
PERSON**

Northern Douglas Regional Fire Districts Volunteer Recruiter/Retention Assessment Center Process

All applicants will be evaluated on the three stations listed below during the Assessment Center. Each applicant will rotate through all four stations on the hour.

Depending on individual applicants you may have 10 to 20 minutes between stations.

1. Prepared Presentation:
 - a. 20-to-30-minute prepared presentation on recruiting volunteers
 - b. You will be evaluated on presentation and communication skills.
 - c. Outline not required to be submitted to evaluators.
 - d. Contact North Douglas County Fire & EMS for Audio/Visual equipment needs; props are candidate responsibility.

2. Oral Board:
 - a. 15 questions to be answered verbally with follow up questions by evaluators.

3. Write a paper on a topic that will be provided at the assessment.
 - a. Candidates will have a full hour to complete.

Recruiter Hiring Time Schedule

- November 10:** **Job Announcement Complete**
 Job Announcement Release
 Job Description Complete
- November 30:** **Close of Application Period (EBD 17:00)**
- December 1:** **Application Review**
 Application Participation Selection
 Applicant Notifications
- December 8:** **Assessment Center**
 Finalist Selection
- December 13:** **Finalist Notification**
 Chiefs Interviews Scheduled
- December 15:** **Final Interview (if necessary)**
 Offer of Employment
- January 3:** **First Day of Employment**