

Member Outreach (Recruitment and Retention)



Scappoose Fire District is currently seeking a highly motivated individual who is passionate about assisting others along with recruiting new personnel. Scappoose Rural Fire District is accepting applications to fill a Member Outreach (Recruitment and Retention) coordinator position.

REQUIRED EXPERIENCE:

- Knowledge of all hazard emergency service organizations.
- Knowledge of recruitment techniques.
- Principles and practices of marketing.
- Fire District policies and procedures.
- Fire Prevention, laws and nationally recognized standards, principles, and practices for recruitment and retention of volunteers; principals, practices, techniques and procedures of supervision, program management, administration, personnel management, training, and computer operations.
- Effective public presentation techniques.
- Laws regarding personnel and the workplace.
- Oral and written communication skills.
- Interpersonal skills using tact, patience, and courtesy.
- Technical aspects of field of volunteer recruitment and retention.
- Must be able to use radios, pagers, a computer, and a telephone.

MINIMUM QUALIFICATIONS:

- A minimum of an Associate degree and/or Fire Administration, Public Relations Mass Communications or other related discipline is required from an accredited college or university. Equivalent work experience may be substituted as approved by the Fire Chief.
- Valid and insurable Oregon State Driver's license and good driving record as identified by department policy.
- Successfully pass a thorough background investigation to include employment reference check and verification of all applicable certifications and educational degrees.
- Successfully pass a thorough criminal and civil background investigation to the extent permissible by law.
- NFPA Driver or equivalent
- NFPA Instructor I or equivalent
- ICS Training (ICS 100, 200, 700, 800) or ability to complete within six (6) months of hire.

DESIRED QUALIFICATIONS:

- Ability to work with little supervision.
- Ability to work in a fast-paced environment.
- Bachelor's and/or Master's Degree.
- Experience working in program management and volunteer recruitment and retention.
- Public Information Officer.
- Oregon EMT Basic (or higher certification) or ability to achieve certification within 1 year of hire date.
- Firefighter Certified
- Knowledge of Microsoft Office products
- Knowledge of and ability to use social media platforms.

PHYSICAL DEMANDS:

This position may include lifting heavy items, standing for extended periods of time, walking over uneven terrain, working with distraught individuals, and working long hours.

WORK ENVIRONMENT:

While performing the duties of this job, the employee may be required to work in outside weather conditions. The employee occasionally works near moving mechanical parts and in high elevations and locations. Employees are occasionally exposed to wet and/or humid conditions, fumes of airborne particles, toxic or caustic chemicals, risk of electrical shock and vibration, and extreme temperatures. The noise level in the work environment is usually low to moderate, except during certain firefighting or EMR activities when noise levels may be loud.

DUTIES:

- Assist in developing and maintaining an effective volunteer program.
- Recruitment and Retention Coordinator and Programs. Function at both strategic and tactical levels, working in conjunction with personnel to analyze data/issues, forecast needs, draw conclusions, and identify potential solutions, project consequences of proposed actions, and effectively implement recommendations.
- Assist with project teams and coordinate complex programs, utilizing highly developed project management, written/verbal communication, and presentation skills.
- Assist in establishing and maintaining effective internal and external working relationships.
- Utilize excellent organizational skills with ability to work well under pressure of deadlines and constantly changing priorities.
- Attends meetings when assigned and provide reports with the concurrence of the Office Manager or Fire Chief.
- Establish and maintain effective working relationships with other employees, volunteers, and the public.

- Prepare complete and accurate reports using proper grammar, spelling, and mathematics.

WAGE & BENEFITS:

\$65,000 – \$80,000 annually depending on experience

Based on the terms and conditions of this position, the hours worked will vary and may exceed 40 hrs./week and overtime is available (this is a non-exempt position). Benefits include Life, Accidental Death/Dismemberment insurance coverage. Employer 457 match 5% of base pay after 12 months. Post-employment health plan and HRA/VEBA contributions. Generous time off policy. Scappoose Rural Fire District is an Oregon PERS employer.

THE PROCESS:

The selection process will consist of an employment application and review of qualifications, interview, and a thorough background check. Pre-employment physical and drug screening will be required of the applicant who is offered the position. The final appointment will be contingent upon the results. Interviews will be conducted on October 25th or 26th. In person and virtual interviews will be available.

To be considered, a Scappoose Rural Fire District employment application (available at www.srfd.us), applicable certifications and resume must be received **no later than Monday October 23, 2023, at 4:00 pm**. Send by email to info@srfd.us or mail to PO Box 625, Scappoose, Oregon 97056.

Office Number 503-543-5026

