



Kittitas County Fire District 7

POSITION: Volunteer Recruitment and Retention Coordinator
This is a two year position funded by a Safer Grant.

DESIRABLE QUALIFICATIONS:

- Previous fire service experience necessary, preferably as a firefighter
- Previous Recruiting or Marketing experience preferred
- NIMS COURSES 100, 200, 700.

SUPERVISION:

- Fire Chief is the Immediate Supervisor.
- On the incident scene this position shall receive direct and indirect supervision from anyone granted authority within the ICS system.
- The Volunteer Coordinator will exercise the supervision necessary over volunteers to implement, enforce, and complete the mission, policies, procedures, assignments, rules, regulations and guidelines as established by the District.

KNOWLEDGE / SKILLS / ABILITIES:

- Trained in and has shown understanding of the National Incident Management System (NIMS).
- Mission Statement of the Fire District.
- Self-motivated and willing to take initiative and accept responsibility.
- Maintain a cooperative working relationship with co-workers, the volunteers and the general public.
- Advanced ability to use computer hardware and associated software in order to manage District network files, Web based programs like Google. Manage our Facebook, the District's Web page to enhance the recruitment process.

PHYSICAL REQUIREMENTS:

- Good verbal and written communications skills.
- Perform work while sitting at a desk, have the ability to sit, stand, walk, kneel, crouch, squat, stoop, reach, crawl, twist, climb, carry, push, pull, conduct repetitive hand and arm motions, grasp, do fine finger manipulation, have foot control, lift at least 50 pounds,

operate while exposed to the cold, heat, extreme noise, in the outdoors, in confined work spaces, while exposed to dust and vibration.

ESSENTIAL FUNCTIONS/TYPICAL DUTIES:

General:

- Responsible for all aspects of the recruitment and retention of our volunteer delivery system. Plans, coordinates and manages programs and resources which are related to volunteer recruitment and retention. The primary scope of work related to the position is to enhance the volunteer program and improve retention of volunteers.
- Represents the interest of the Fire District.
- Designs and implements outreach programs to Central Washington University and nearby High Schools
- Designs and implements the Marketing Program to recruit volunteers.
- Manages the Recruitment and Retention Safer Grant.
- Follows safe workplace practices, obeys safety rules and enforces observation of those rules and practices by all members of the District.
- Collects information, questions and concerns of District members and the public and passes them up the chain of command as appropriate for dissemination and resolution.
- Show respect for the District, its Elected Officials, Executive Staff, fellow Operations Officers and Firefighters, and to defend the adopted policies and accepted procedures/practices as established by the District and to discourage disrespect by other members.
- Initiate action in response to a public inquiry or concern in a manner that is accurate and courteous, or refer to an appropriate resource, in accordance with applicable policy and procedure.
- Addresses superiors with problems, concerns, complaints and/or solutions/suggestions as appropriate to situations that may be encountered.
- Completes and maintains manual or computer records and prepares necessary reports on volunteer status and volunteer training or other required data.
- Exercise precautions to avoid injury while performing duties.
- Functions as a liaison between the volunteer members of the District, their community employers, the Volunteer Association related public service agencies and the management staff to enhance communication and promote goodwill.
- Assists the Fire Chief with the development and implementation of short and long-range plans, goals and improvements to provide effective fire and life safety for the District and it's Volunteers.
- Assists in the development of administrative policies and procedural guidelines and volunteer budgets acting as an advocate for Volunteers in that development.
- Evaluates and counsels volunteer members regarding their performance, and provides direction concerning other volunteer personnel issues and consults with Volunteer Officers.
- Directs and coordinates recruitment and orientation of new members.
- Develops and manages the Volunteer Incentive Program and is responsible for retention of volunteer members.
- Assist the volunteer members in reaching their personal and professional goals by assisting them through accreditation processes to achieve certification levels.

- Works closely with the Safety Committee.
- Prepares reports; provides oral and written communications to District Administration and elected officials.
- Renders prompt, efficient and courteous service to promote goodwill between the District and the public.
- Meets with the public and other agencies as necessary to promote volunteerism for the District.
- Attends administrative and management level conferences, schools, seminars and classes related to enhancement of the position and the ability of the district to deliver effective training to the volunteers.
- Ensure safekeeping and proper care of all fire District property.
- Accurately and appropriately document activities using District forms, data processing equipment, and procedures in accordance with District policy.
- General understanding of and ability to follow and obey District policies and procedures.
- Attend meetings as a representative of the District.
- Enforce District Policy as appropriate to the level of the position.
- Manages the selection process for new volunteers as needed.
- Regularly report to the Chief on matters pertaining to their assigned area of responsibility.
- As a Supervisor of the volunteers, counsels, coaches, and when necessary assigns discipline for behavior and/or actions in violation of District Policy
- Participates and represents the Fire District in select committees and organizations as approved by the Fire Chief.
- Performs other job-related duties as assigned by the Fire Chief.

Administrative:

- Reads, studies, interprets, and applies District procedures, technical manuals and related materials.
- Maintains discipline and morale of volunteers using coaching, teaching, mentoring and leadership techniques. Reports disciplinary problems to the Chief as appropriate.
- Assures that assigned duties and tasks are completely and satisfactorily performed.
- Oversees the completion of assigned tasks and special projects as applicable.
- Recommends commendation and other types of actions as appropriate.
- Supervises and directs the activities of volunteers on and off incident scene.
- Completes performance evaluations of volunteers.
- Ensures the safe and proper use of equipment, clothing and protective gear and enforces District policies, rules, Revised Code or Washington (R.C.W.) and Washington State Administrative Code (W.A.C.).
- Participates in the formulation or evaluation of District policies as assigned,
- Implements new or revised policies, educates and enforces policy compliance as needed, per District policies.
- Receives and interprets CAD data via computer and manages personnel and apparatus information.

Operations:

- Receives direction and instruction from the Chief regarding station operations, grounds and building maintenance, and overall incident scene operations.

- May evaluate and instruct volunteers regarding operating procedures, duty assignments and during emergency situations.
- May respond to emergency and non-emergency incidents with appropriate apparatus when required and as assigned.
- When appropriate, assumes command of incident scenes, analyzes situation, and determines proper procedures, using those procedures, mitigate the incident with proper consideration for personnel safety, good of the community, and protection of the environment until being relieved by a superior officer.
- Oversees, participates in, and takes appropriate action in the care, cleaning and maintenance needs of apparatus, facilities and grounds.
- Budget Custodian as assigned for line items pertaining to Volunteer Recruitment and Retention.
- Works with District Secretary and Fire Chief to develop annual Volunteer Recruitment program budget.