



KITTITAS COUNTY FIRE DISTRICT #7

123 East First Street, Cle Elum, WA 98922

Phone 509.674.5371 Fax 509.674.7263

Email - office@kcf7.com

"Neighbors helping Neighbors"

Full Time Career Opportunity

Volunteer Recruitment and Retention Coordinator

Kittitas County Fire District No. 7 located in rural upper Kittitas County is seeking a highly skilled, motivated and innovative leader to fill the position of Volunteer Recruitment and Retention Coordinator. This is a full-time, SAFER Grant funded position that is responsible for the recruitment and retention of volunteer firefighters. The coordinator will report directly to the Fire Chief. The position is funded for two years with no guarantee of employment after the grant period runs out.

Assessment Center and Interviews scheduled for October 21st, 2019. Anticipated Start Date of December 1st, 2019

Minimum Requirements

- Must have a high school diploma or G.E.D. certificate.
- Must be a legal resident of the United States
- Must be at least 18 years of age or older.
- Must have a valid Washington State Drivers License
- Must meet knowledge, health, and physical qualifications established by the District.
- Self-motivated and willing to take initiative and accept responsibility.

Preferred Qualifications

- Previous fire service experience necessary, preferably as a firefighter
- Previous recruiting or marketing experience preferred.
- Advanced ability to use computer hardware and associated software in order to manage District files, Web based programs like Google. Manage our Facebook, the District's Web page to enhance the recruitment process.
- Be able to obtain I-100, I-200, and I-700 certs.

Salary and Benefits

- Starting Salary is \$62,000. Benefits include a generous employee benefit package and PERS retirement.

Full Job Description available online or in District office.

Application packets are available online at:

www.kittitascountyfirerescue.com or available at Kittitas County Fire District 7 administrative office 123 East First Street Cle Elum, WA 98922 Monday through Friday from 8:00 a.m. until 4:00 p.m. Application Deadline is 4pm on October 16th, 2019. The applications may be hand delivered, mailed, or sent by private carrier (i.e. FedEx, UPS, etc.) **Electronic packets will not be accepted.** Questions may be directed to Kittitas County Fire District 7 at (509) 674-5371.

Applications must be received by 4:00 p.m. on October 16th, 2019 at the Kittitas County Fire District 7 Administrative Office in Cle Elum.