

Fort Jones Fire Department **Recruitment and Retention Coordinator Job** **Description**

GENERAL PUPOSE:

The Recruitment and Retention Coordinator will, under the supervision of the Fire Chief and working within the Town of Fort Jones and Fire Department guidelines and 2023 FEMA SAFER program requirements, assist with developing, implementing, and managing a comprehensive and effective program to recruit, train and retain qualified volunteers for the Fort Jones Fire Department. This position will have daily contact with members of the department, members of other departments and the public. This position will hold the rank of Fire Captain or above depending on qualifications and at the discretion of the Fire Chief.

SUPERVISION RECEIVED:

Work unsupervised, report to the Fire Chief.

RESPONSIBILITIES:

- **Program Development and Implementation:**
 - Design and execute a strategic plan for volunteer firefighter recruitment, including outreach efforts, promotional campaigns, and community engagement initiatives.
 - Develop and maintain recruitment materials, including brochures, social media content, and presentations.
 - Establish partnerships with local schools, community organizations, and businesses to promote volunteer opportunities.
- **Volunteer Onboarding and Training:**
 - Coordinate and manage the onboarding process for new volunteer firefighters, ensuring they receive the necessary training and certifications.
 - Assist with scheduling and facilitating weekly training sessions, drills, and continuing education for volunteers.
 - Monitor and track volunteer training progress and certification renewals to ensure compliance with departmental, state, federal, and FEMA SAFER standards.
- **Retention and Engagement:**
 - Develop and implement retention strategies to maintain a motivated and committed volunteer workforce.
 - Work with individual volunteers to develop career plans with goals that are realistic and achievable.
 - Provide ongoing support to volunteers, addressing concerns, and fostering a positive and inclusive environment within the department.
- **Data Management and Reporting:**
 - Maintain accurate records of volunteer recruitment, training, and retention activities.
 - Prepare and present regular reports to the Fire Chief and other stakeholders on the progress and effectiveness of the recruitment and retention program.
 - Analyze data to identify trends, challenges, and opportunities for improvement in volunteer management.
- **Community Outreach and Public Relations:**
 - Represent the fire department at community events, job fairs, and other public functions to promote volunteer opportunities.

- Serve as a liaison between the fire department and community members, providing information and answering inquiries about volunteer service.
- **Duty Officer Responsibilities:**
 - Serve as a duty officer as assigned by the Fire Chief.
 - Provide day to day station supervision of volunteers, sleepers, part time, and seasonal employees. Ensuring regular station and apparatus upkeep and duties are performed.
 - Respond to fires, traffic accidents, medical emergencies, hazardous material incidents, rescues, public assists, and all other calls for service. While on such incidents work within the ICS system to effectively provide service to the public.
- **Other Duties**
 - Will perform other duties as assigned at the discretion of the Fire Chief to further the mission of the Fort Jones Fire Department.

QUALIFICATIONS:

- **Required at Time of Hire**
 - Highschool Diploma, GED, or equivalent
 - Ability to pass department physical and medical screening
 - Ability to pass Arduous Work Capacity Test (Pack Test)
 - CSFM, IFSAC, ProBoard or equivalent Firefighter I
 - Title 22 Medical or higher
 - HazMat FRO
 - ICS 100, 200, NIMS 700, & 800.
 - Valid Class C Driver's License w/FF endorsement or class B or A w/air brake and tank endorsement.
- **Required Within 9 months of Hire**
 - CSFM, IFSAC, ProBoard or equivalent Firefighter II
 - CA EMT or higher
 - CSFM Instructor I certification
 - NWCG Engine Boss
 - ICS 300
- **Knowledge, Skills, and Abilities:**
 - Strong interpersonal and communication skills, both written and verbal.
 - Ability to prepare various reports, instructional guides, and other written documents.
 - Ability to manage timelines, projects and deadlines with minimal supervision
 - Ability to develop and maintain relationships with diverse groups of people.
 - Proficiency in general computer usage; have basic proficiency in Microsoft Office Suite and database management software.
 - Demonstrated ability to work independently and as part of a team.
 - Excellent organizational skills with attention to detail.
 - Knowledge of modern fire suppression, prevention and emergency medical principles, procedures, techniques and equipment.
 - Skill in operation of various fire, rescue and EMS apparatus, tools, and equipment.
 - Experience working with volunteers.
 - Familiarity with FEMA SAFER grant requirements and reporting is a plus.
 - Ability to participate in physical training exercises and emergency response activities in various weather conditions and potentially hazardous environments.

RESIDENCY REQUIREMENT:

- The Recruitment and Retention Coordinator shall establish permanent residency in such a location as to allow effective response to emergencies within department and NFPA standards while on duty.

COMPENSATION:

- This position is a 4-year term FEMA SAFER grant funded position unless further funded by the Town of Fort Jones. It is a FLSA Overtime exempt position starting at:
- \$66,560 yearly
- \$2,560 biweekly
- Medical, retirement, and PTO per Town of Fort Jones policy.
- If deployed on incidents compensation shall be at the state reimbursement rate.

The Recruitment and Retention Coordinator position is FEMA grant funded for 4 years (48 months.) the position is fully benefitted with medical, retirement, sick leave, and vacation. Duty schedule will be determined by the Fire Chief and may at times extend beyond 40 hours per week to meet department operational needs. The position will be FLSA overtime exempt and will not qualify for overtime. The recruitment and retention coordinator may at times be deployed to state or federal assignments through OES which will be compensated at the OES rates.

Please submit application, required documents, and cover letter via email (ftjfire@sisqtel.net), in person to city hall (11960 East St, Fort Jones) or mail (PO Box 597, Fort Jones, CA 96032)

Applications can be found on our website at fortjonesfire.org under Recruitment

Applications are due October 7th, 2024, at 5pm. Top qualified candidates will be contacted for interviews.

Expected start date is November 11th, 2024.

For any questions regarding this position please email ftjfire@sisqtel.net