

Umatilla County Fire District # 1

CAREER OPPORTUNITY

Volunteer Recruitment and Retention Coordinator \$50,000 to \$55,000/year

The Umatilla County Fire District # 1 is seeking a highly skilled, motivated and innovative leader to fill a 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 Volunteer Recruitment & Retention Coordinator reports directly to the Division Chief of Training. The position is funded for three years with no guarantee of employment after the grant period runs out.

Anticipated start date: January 4th, 2021

About the District

The Umatilla County Fire District # 1 provides fire, rescue and medical services to over 37,000 citizens within the fire district boundaries and an additional 10,000 citizens in the balance of its ambulance service area. The Fire District serves the Cities of Hermiston, Stanfield, Umatilla and Echo and the surrounding area for a total of 600+ square miles which include the Umatilla Army Depot and part of Morrow County. The Fire District operates out of four fire stations with a fifth currently being built. Stations 21 and 22 are staffed 24/7/365 and station 23 and 24 are staffed with limited career staff and volunteers. Station 25, currently being constructed will be done in the fall of 2020 and will go through a volunteer recruitment process for its future staffing needs.

Ideal Candidate

The ideal candidate will enhance the following qualities; accountability, excellence, integrity, and professionalism. The candidate will work in partnership with both, the community and the Fire District. In doing so, this individual should have a background in marketing, communication, or business. The candidate will value employees and volunteers of the organization and will strengthen an already strong program. The candidate should have a passion for communications, community connectivity, and technology. The candidate will develop community service and volunteerism that supports a commitment to public service.

The application packet is available online at:

www.ucfd1.com

Completed applications must be received by
October 31, 2020 at 1700 hours

at the following location:
Umatilla County Fire District # 1
320 South 1st Street, Hermiston, OR 97838

*Qualified applicants will be notified via email regarding details of the testing process, which will include an assessment center.

Qualifications

- Be at least 18 years of age.
- Must possess a valid, insurable driver's license.
- Demonstrated ability to work in an effective, patient, respectful manner with all District staff, volunteers and members of the public.
- Speak to individuals and public groups for the purpose of volunteer recruitment.
- Must be capable of fluently reading, speaking, and writing the English language.
- Must have the ability to communicate well (verbally and written) with personnel and the public.
- Must have the ability to plan, organize, and supervise work programs.
- Knowledge in the application and development of division plans and objectives, personnel and emergency scene management, community activities, and public awareness.
- Previous supervisory experience and/or management training beyond the minimum requirements.
- Demonstrated ability to work closely with volunteers, elected officials, staff and citizens.
- Demonstrated project management experience.
- Public speaking experience.
- Public relations or marketing experience.
- Program development experience.
- Have a working knowledge of clerical filing systems and proficient computer skills, including the use of social media (Facebook, Twitter, etc.), Microsoft Office Suite applications including but not limited to Word, Excel, PowerPoint and Publisher.
- Any combination of education and experience that demonstrates the ability to competently perform the job.

A combination of experience and certification that meets the intent of the position may be considered by the District. For a complete listing of the duties and responsibilities please review the job description included in the application packet.

Benefits

In addition to the posted wage, the Volunteer Recruitment & Retention Coordinator also receives the following benefits:

- Health Insurance
- Vacation
- Sick Leave
- Flex Time
- PERS Retirement
- VEBA Account
- Cell Phone Allowance



**UMATILLA COUNTY
FIRE DISTRICT #1**