

Stayton & Sublimity Fire Districts

Recruitment/Retention Coordinator

Application Packet

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JOB ANNOUNCEMENT

RECRUITMENT/RETENTION COORDINATOR

TEMPORARY FULL-TIME POSITION

STAYTON and SUBLIMITY FIRE DISTRICTS

Stayton and Sublimity Fire Districts are seeking candidates for a temporary full-time Volunteer Recruiter Position lasting four (4) years. The Stayton and Sublimity Fire Districts operate 6 fire stations within their 151 square mile districts and serves a population of approximately 19,000. The Districts provide fire protection, rescue, Quick Response EMS and respond to over 1,800 calls per year. The Recruiter performs volunteer recruitment and retention duties that requires independent thinking, scheduling, team work and marketing skills to recruit and retain volunteer firefighters and support personnel. This position also performs other related duties as assigned. Salary range for the position is \$2,750.00 to \$3,803.00. The position will last approximately forty-eight (48) months and has a full benefits package including PERS, health insurance, sick leave, and vacation. The purpose of this recruitment is to fill one existing opening.

MINIMUM QUALIFICATIONS:

- ☐ Must be at least 21 years of age
- ☐ Must be a high school graduate or have equivalent GED certificate
- ☐ Must have public speaking skills
- ☐ Must have good people skills
- ☐ Must have basic computer skills
- ☐ Must be proficient in social media applications
- ☐ Must possess a valid driver's license and be insurable. Must have possessed driver's license for at least three years at the time of appointment.
- ☐ Must be able to perform mental and physical tasks pursuant to essential function of the position.
- ☐ Must possess 2 years' experience as a volunteer firefighter.

DESIRED QUALIFICATIONS:

- ☐ Upper division education in the area of marketing
- ☐ Education and experience in volunteer recruitment issues
- ☐ Education and experience in marketing and public speaking

MEDICAL – PHYSICAL CONDITION

If offered employment, appointees must undergo a physical examination by a medical professional selected by the employer. The medical examination will include drug testing. Any of the following may be cause for the discontinuation of employment: results of the medical examination that identify positive results in drug testing or disclose a physical condition which will prevent the appointee from functioning the duties as assigned.

RESIDENCY REQUIREMENT

Residency will not be a general condition of employment in this position with the Districts, however, employees are encouraged to live within the Districts.

TRIAL SERVICE PERIOD

New employees shall serve a trial service period of one (1) year commencing with their first day of employment. During this period, the District and employee shall confirm the employment decision and determine if further employment with the District is appropriate.

“AT WILL” POSITION

An employee in this position will understand that employment and compensation can be terminated at any time.

ABOUT THE SELECTION PROCESS

To apply, submit an application and résumé to the address below. Résumés without an application will not be considered. Applications must be received by the close of business day, 5:00 pm, November 25, 2019.

Finalists will be selected from the group of qualified applicants. Interviews and/or conversations with personal references and others may be used to assist in the selection of finalists. Those selected will be invited to participate in the employment process described separately. Qualified Stayton and Sublimity Fire District volunteers and qualified war veterans will receive five additional points.

HOW TO GET AN APPLICATION OR OBTAIN INFORMATION

Applications may be obtained by mail or in person at 1988 W Ida St., Stayton, OR by calling (503) 769-2601 for information. No faxed or email applications will be accepted. Return applications and résumés to: Stayton Fire District, 1988 W. Ida Street, Stayton, OR 97383.

Position:	Recruitment/Retention Coordinator
Subject:	To describe a career position of the District

Original Date: 10/2019

Revision Date:

General Statement of Duties:

Under the direction of the Fire Chief is responsible for recruitment and retention of volunteers, for Stayton and Sublimity Fire Districts, develops and implements recruitment and retention programs, care and maintenance of specific equipment and materials associated with volunteer recruitment and retention. Assist with special District and volunteer projects and duties as assigned.

Supervision Received:

Works under the direction of the Fire Chief who will assure tasks are completed and who reviews performance for conformity with District rules, procedures, and policies.

Supervision Exercised:

Supervision is not a routine function of this position.

Essential Job Functions: Includes but not limited to the following...

1. Develops, implements, and maintains recruitment and retention programs, materials, equipment, and displays. Monitors program success and failures, researches new programs, and monitors development of new recruits.
2. Schedules activities at community events, conducts station tours, and public presentations, develops public relations with the media as well as new partnerships with local businesses, schools, civic organizations and other community groups.
3. Manages the SAFER Act Recruitment and Retention Grant, grant funds, purchases, and reporting requirements.
4. Attends conferences, specialized schools, seminars, and other training functions to stay abreast of new developments in recruitment and retention of volunteers.
5. Provides support to volunteer and district functions.
6. Prepares records, reports, and other documentation to accurately record fire department activities including recruiting and retention program successes and failures and exit interviews. May also be responsible for preparing or maintaining other records, many on computer.

7. Performs special projects, presentations or programs as assigned, which may include project management functions.
8. Keeps work area clean and orderly.
9. Conducts all dealings with the public in a manner to reflect credit on the Districts.
10. Performs other duties as assigned by the Fire Chief.

SPECIFICATIONS:

Job Requirements:

- Graduation from high school or equivalent GED certificate is required.
- Two years' experience as a volunteer firefighter.
- Proficient in social media applications

Preference:

- Associates or Bachelor's Degree
- Public speaking training/experience
- Marketing background

Must be in excellent health and free from any medical or physical conditions that would prevent the performance of essential job functions. Pass a background investigation and medical examination, including drug testing prior to hiring. Must possess basic computer skills. Must have a valid driver's license at time of appointment and must maintain valid Oregon driver's license throughout employment in this classification.

Communications:

A person in this position must exhibit positive, effective internal and external oral and written communication skills. Build and maintain relationships outside the organization to include, but not limited to, other fire service agencies and organizations, the media, local businesses, schools, civic organizations, and other community groups.

The appointee will be assigned a flexible 40-hour workweek, which will include evenings and weekends on a regular basis.

Essentials:

Ability to communicate effectively verbally and in writing

Energetic, outgoing personality with highly developed people skills

Ability to work well with others, both inside and outside the fire service

Ability to work independently, schedule, and prioritize tasks as well work in a team environment

Must have the ability to work a flexible schedule established for the position

Ability to understand and follow sometimes complex/technical written and oral communications

Ability to solve problems, make quick decisions and sometimes use innovative methods and approaches to situations

Stayton Fire District
1988 W. Ida St.
Stayton OR 97383

An Equal Opportunity Employer

APPLICATION FOR EMPLOYMENT

POSITION: _____

Instructions: Each question should be fully and accurately answered. No action can be taken on this application until all questions have been answered. Use blank paper if you do not have enough room on this application blank. **PLEASE PRINT**, except where signature is required. All information you give on this application will be held in strict confidence.

PERSONAL DATA

Last Name

First Name

Middle Name

Current Street Address

City

State

Zip

Telephone Number _____

Social Security Number _____

When are you available for employment? _____

Are you at least 21 years old? Yes _____ No _____

Will you take a physical examination if it is required for the job for which you are applying?
Yes _____ No _____

GENERAL INFORMATION

Do you have a valid drivers' license? Yes _____ No _____

Driver's License Number _____ State _____

Emergency Medical Technician Rating _____ Certification # _____

DPSST Certification Levels _____
 _____ AP # _____

Have you ever been convicted of any law violation (*except a minor traffic violation*)?

Yes _____ No _____ If yes, give a brief explanation.

Are you now or have you been a member of a recognized fire organization?

Yes _____ No _____ If yes, explain. _____

EDUCATION

Name, address and location of school.	Highest Grade Completed	Did You Graduate?
High School: _____ _____		
College or University: _____ _____		
Major: _____ Degree: _____		
College or University: _____ _____		
Major: _____ Degree: _____		
Additional Education/Vocational/Technical Training		
School: _____		
School: _____		
School: _____		

WORK HISTORY

List names of employers in consecutive order, with current or last employer listed first. Account for all periods of time, including military service and any periods of unemployment. If self-employed, give firm name and supply business references. If you worked in any position under another name, please give names(s). Include month and year.

Name of Employer, Address, City, State, Zip	Name of Last Supervisor	Employed From To
Title:	Telephone:	Salary Start Final
Reason For Leaving:		
Duties:		

Name of Employer, Address, City, State, Zip	Name of Last Supervisor	Employed From To
Title:	Telephone:	Salary Start Final
Reason For Leaving:		
Duties:		

Name of Employer, Address, City, State, Zip	Name of Last Supervisor	Employed From To
Title:	Telephone:	Salary Start Final
Reason For Leaving:		
Duties:		

SKILLS: (Please indicate briefly any job-related skills or additional information you feel may be helpful to us in considering your application.)

REFERENCES

Give three references, not relatives or former employers.

	Name	Address	Phone	Occupation
1.	<hr/>			
2.	<hr/>			
3.	<hr/>			

By my signature below, I certify that all answers and statements on this application are true and complete to the best of my knowledge. I understand that should an investigation disclose untruthful or misleading answers, my application may be rejected or my employment with the agency terminated. In addition, I authorize previous employers and references to release information as necessary to verify my qualifications for employment and further give my permission for the agency or their agent(s) to conduct the required background checks including a police records check.

Initials

Further, the employing agency will require a pre-employment physical with a physician retained by the agency. Such physical will include a drug-screening test. My signature below serves as authorization to the physician to release all information relative to the pre-employment physical and drug testing results. If such results indicate an inability to perform the job applied for or drug use, I understand my application may be rejected or my employment with the agency terminated.

Initials

I understand that if my employment is terminated by the District for dishonesty, breach of trust, or any criminal acts the authorities may be notified and I may be criminally prosecuted.

Initials

I understand that this application does not, by itself, create a contract of employment.

Initials

I understand and agree that, if hired, MY EMPLOYMENT IS TEMPORAY, FOR NO DEFINITE PERIOD OF TIME, and may, regardless of the date of payment of my wages or salary, BE TERMINATED AT ANY TIME, subject to District policies and rights provided by written contract.

_____Initials

I understand that NO PERSON IS AUTHORIZED TO CHANGE ANY OF THE TERMS MENTIONED IN THIS EMPLOYMENT APPLICATION FORM.

_____Initials

SIGNATURE:_____ **DATE:** _____

Return application and résumé to:
Stayton Fire District
1988 W. Ida St.
Stayton OR 97383

Applications must be returned in person or by mail; NO FAXES ACCEPTED

Stayton/Sublimity Fire Districts

Volunteer Recruiter

Assessment Center Process

All applicants will be evaluated on the four stations listed below during the Assessment Center. Each applicant will rotate through all four stations on the hour. Depending on individual applicants you may have 10 to 20 minutes between stations. Morning session applicants need to be here at 7:45 AM. Afternoon session applicants need to be here at 12:45 PM.

1. Prepared Presentation:
 - a. 20 to 30 minute prepared presentation on recruiting volunteers
 - b. You will be evaluated on presentation and communication skills
 - c. Outline not required to be submitted to evaluators
 - d. Contact the Stayton Fire District for Audio/Visual equipment needs; props are candidate responsibility
2. Oral Board:
 - a. 15 questions to be answered verbally with follow up questions by evaluators
3. Computer/Time Management:
 - a. Basic computer skills ability
 - b. Time management skills/In-Out Box
4. Write a paper on a topic that will be provided at the assessment
 - a. Candidates will have a full hour to complete

Recruiter Hiring Time Schedule

November 1:	Job Announcement Complete Job Announcement Release Job Description Complete
November 25:	Close of Application Period (EBD 17:00)
November 26:	Application Review Applicant Participation Selection Applicant Notifications
December 14:	Assessment Center Finalist Selection
December 16:	Finalist Notification Chiefs Interviews Scheduled
December 20:	Final Interview (if necessary) Offer of Employment
January 6:	First Day of Employment