

**RECRUITMENT/RETENTION/MARKETING  
COORDINATOR  
TEMPORARY FULL-TIME POSITION  
STAYTON, SUBLIMITY, AUMSVILLE FIRE DISTRICTS**

Stayton, Sublimity, and Aumsville Fire Districts are seeking candidates for a temporary full-time Volunteer Recruiter Position (funded by DHS SAFER grant) with three (3) years of a four (4) year grant remaining. The Stayton, Sublimity, and Aumsville Fire Districts operate 8 fire stations within their 175 square mile districts and serve a population of approximately 26,400. The districts provide fire protection, rescue, Quick Response EMS, and respond to over 2,610 calls per year. The Recruiter performs volunteer recruitment and retention duties that require independent thinking, scheduling, teamwork, 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 \$3,738.00 to \$4,662.00. The position has approximately three (3) years remaining 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 an 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 a driver's license for at least three years at the time of appointment.
- ☐ Must be able to perform mental and physical tasks pursuant to the essential function of the position.

**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

## **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 the 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, June 6, 2025.

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.

## **HOW TO GET AN APPLICATION OR OBTAIN INFORMATION**

Applications may be obtained by visiting our website (<https://www.staytonfire.org>) or in person at 1988 W Ida St., Stayton.

For questions or information, please call (503) 769-2601. **No faxed or emailed applications will be accepted.**

**Return applications and résumés to:** Stayton Fire District, 1988 W. Ida Street, Stayton, OR, 97383.