



## **Estacada Fire District**

### **POSITION DESCRIPTION**

**Title:** Battalion Chief/ Recruitment & Retention Coordinator

**Exempt/Non-Exempt:** Exempt

Non-Represented

**Reports to:** Fire Chief

**Pay grade/range:** \$9,430 - \$10,396/month depending on Experience; Benefits including Paid Time Off, holidays, medical, dental, vision insurance.

**Effective date:** 03/27/2023

New position     Position change     Updated

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#### **General Position Summary:**

The Recruitment and Retention Coordinator is responsible for managing the District's volunteer and student volunteer programs including the recruitment, training, scheduling, and retention of volunteers. This position supports the volunteer programs for Estacada Fire District. The position may assist with coordination, instruction, and participation of training and public education programs within the realm of volunteer recruitment and retention and may act as a liaison between the District and other volunteer and/or community programs. This position is primarily responsible for the overall success of the volunteer/student volunteer program. An employee in this classification is responsible for managing the volunteer programs under the general direction of the Fire Chief, who gives direction and reviews work for results obtained.

#### **Supervision Received**

The Recruitment and Retention Coordinator works under the direction of the Fire Chief who reviews work for effectiveness and conformance with established policies, rules, goals, and budget boundaries set by District policy as well as all applicable laws.

#### **Supervision Exercised**

The Recruitment and Retention Coordinator carries the administrative rank of Battalion Chief and exercises supervision over subordinate personnel both at emergency scenes and in related projects and activities. This position plans, schedules, assigns, and supervises work and responsibilities to subordinate personnel. The Recruitment and Retention Coordinator may recommend to the Fire Chief actions resulting in the hiring, firing, discipline, promotion, demotion, or transfer of subordinate personnel. This position may occasionally exercise supervision over career personnel on emergency scenes.



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### **Essential Functions/Major Assignments:**

1. In cooperation with the Chiefs, Captains and Lieutenants, coordinates volunteer and resident volunteer firefighter activities.
2. Conducts training and maintains records related to the training of volunteer and student volunteer firefighters assuring that all mandated standards are met.
3. Coordinates training efforts with the Duty Officer, Captain, Lieutenant, and Chiefs.
4. Promotes public relations for the fire district and the fire service.
5. Recruits new volunteer and student volunteer members; develops and implements a volunteer retention program including incentives, education, and benefits.
6. Creates and maintains volunteer and student volunteer work schedules.
7. Liaisons with regional Community College Fire Science and EMS program representatives.
8. Serves as the main communication source to volunteers and student volunteers disseminating pertinent information regularly to all groups. Functions as the main point of contact for members of these groups.
9. Coordinates and manages the volunteer and student volunteer programs including participation requirements, reimbursement policies, volunteer scheduling, etc.
10. Verifies that all volunteers are meeting District expectations and minimum requirements.
11. Monitors volunteer and student volunteer performance and activity levels.
12. Monitors the volunteer and student volunteer program and makes recommendations for improvement.
13. Oversees volunteer and student volunteer disciplinary matters and makes recommendations and documents circumstances regarding potential disciplinary actions of subordinate personnel.
14. Communicates with various work associates and subordinates in ways that promote a positive work environment.
15. Provides regular reports on recruitment and retention efforts.
16. Maintains all necessary records to ensure local, State, or Federal grant and certification compliance.
17. Assists finance officer and office staff in managing the SAFER Act Recruitment and Retention Grant, grant funds, purchases, and reporting requirements.
18. Utilizes social media outlets for recruitment and retention efforts in addition to public education.



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19. Serves as the district Duty Officer.

**NOTE:** The intent of this listing of 'typical' essential functions is to describe the principal functions of the job. The description shall not, however, be construed as a complete listing of all miscellaneous, incidental, or similar duties which may be assigned during normal operations.

### **Secondary Functions:**

1. Respond to alarms for fire or other emergencies as a single resource, or part of an engine company, brush company, ladder company or ambulance.
2. Participates as District representative in local, county, regional and state meetings and planning groups, as directed.
3. Attends conferences, schools, and seminars related to enhancement of the position and the District to deliver effective fire and life safety services to the public, as directed.
4. Represents the District by active participation and membership in state, national, and international organizations as authorized by the Fire Chief.
5. May perform public education duties such as giving demonstrations, explaining use of various firefighting and EMS equipment, fire prevention week promotional efforts for the purpose of marketing the volunteer programs.
6. Develops implements and participates in public relations and education programs; conducts presentations for various public groups.

### **Knowledge:**

- Principles and practices of marketing.
- Fire District policies and procedures.
- Fire Prevention, laws and nationally recognized standards, principles, and practices for recruitment and retention of volunteers; principals, practices, techniques and procedures of supervision, program management, administration, budgeting, personnel management, training, and computer operations.
- Effective public presentation techniques.
- Laws regarding personnel and the workplace.
- Oral and written communication skills
- Interpersonal skills using tact, patience, and courtesy.
- Technical aspects of field of volunteer recruitment and retention.

### **Skills:**

- Critical thinking, detail-orientation, and time management.
- Using networks, computers, and specific programs; ESO, Microsoft 365, Word, Office, and Excel spreadsheets, and power point presentations.



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- Convey information verbally and written effectively and efficiently; possess competent verbal, nonverbal and written communication skills.

### **Abilities:**

- Effective public speaking.
- Prepare displays, teaching materials and make oral presentations.
- Identify volunteer needs.
- Communicate effectively, both orally and in writing.
- Read, interpret, apply, and explain rules, regulations, policies, and procedures.
- Maintain records and prepare reports.
- Communicate effectively orally and through written reports to include staff reports.
- Ability to use a computer system to complete reports, to send or receive electronic communications, and to retrieve or enter data.
- Conduct fact-finding investigations and enforce policies, directive, and practices firmly, tactfully, and impartially.
- Promoting a positive, productive, and proactive work environment.
- Ability to successfully pass a FIT test for SCBA use.
- Ability to successfully pass NFPA physical.
- Ability to pass annual physical ability test.

### **Education, Experience, and Certification/Licensure:**

- Must be at least 18 years of age.
- Valid and insurable Oregon Driver's license or ability to obtain by date of hire.
- NFPA Firefighter 1 or equivalent.
- NFPA Instructor 1 or equivalent.
- NWCG Firefighter Type 1 or equivalent.
- NFPA Apparatus Equipped with a Fire Pump or equivalent.
- Oregon Emergency Medical Technician or ability to obtain within 3 months.



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- Associate's degree in Fire Science, Fire Prevention, marketing or related field.
- Must have five (5) years of experience in emergency operations for a combination volunteer/career department.

**Any combination of education, training, and/or experience** that demonstrates equivalent requirements may be considered at the discretion of the Fire District. Successful completion of required coursework for certification may be considered.

### **Desired/Preferred Qualifications**

- NFPA Firefighter 2
- NWCG Engine Boss
- NFPA Fire Instructor 2
- NFPA Fire Officer I
- Bachelor's Degree in Fire Administration or related field
- Completion of NIMS ICS 300
- Previous work experience as a volunteer recruitment & retention coordinator.
- 2 years' experience as a chief officer

### **Special Requirements**

- Must have and maintain a valid Oregon Driver's License (or ability to obtain within 30-days of hire) for the duration of employment.
- Must pass the Fire District's background check including drug screen.
- Must be bondable and insurable through the Fire District's insurance agent.

### **Job Conditions/Work Environment/Physical Demands:**

- Regular work hours are four 12-hour days on a rotating four (4) on, four (4) off schedule; however, occasional evening and weekend meetings and training sessions will be required outside of the normal schedule.
- Work is generally performed in an office environment and requires an ability to multitask while being positive and responsive to frequent and varied issues from fire district members, staff, and the public. Competing priorities and time deadlines are an element of the position and must be recognized and successfully managed.
- Travel is primarily local during the business day.
- Work activities include office and administrative work, attendance at meetings, presenting information to groups.
- The physical demands here are representative of those that must be met by an employee to perform the essential functions of the job.
- While performing duties of this job, the employee is frequently required to sit; talk; hear; stand; walk; use hands and fingers to feel, handle or operate objects, tools, or controls; and reach with hands and arms.
- The employee must frequently lift and move up to ten (10) pounds and occasionally lift or



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move up to one hundred fifty (150) pounds.

- Specific vision abilities required by this job include close vision, distance vision, peripheral vision, depth perception, and the ability to adjust focus.
- The examples of duties cited are intended only as an illustration of the various types of work performed. The omission of specific statements or duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.
- This job description does not constitute an employment agreement between the employer and the employee and is subject to change by the employer as the needs of the employer and the requirements of the job change.
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\_\_\_\_\_  
Employee Signature

\_\_\_\_\_  
Date

*(The signature of the employee indicates this document has been read and is understood.)*

\_\_\_\_\_  
Supervisory Approval

\_\_\_\_\_  
Date

*(The signature of the Supervisor confirms the assignment of work to the employee.)*