

**Long Green Volunteer Fire Company**

Glen Arm, Maryland 21057

**Job Posting**

**JOB TITLE:** Recruitment and Retention Coordinator

**STATUS:** Exempt

**STARTING SALARY:** $51,000.00 P/Year, Full-Time

**DATE CREATED:** September 2019

**JOB SUMMARY:**

The Recruitment and Retention Coordinator works within the Supervision of the Board of Directors and/or appointed designee. In partnership with LGVFC, the Recruitment and Retention Coordinator will assist in developing, leading, and implementing comprehensive effective programs within the guidelines of the By-Laws, Standard Operating Procedures, and the requirements outlined in the FY ’18 SAFER Grant. The goal of these programs is to attract and retain qualified volunteers to the Company by strengthening and developing community relationships.

**ESSENTIAL DUTIES AND RESPONSIBILITIES:**

The job duties and responsibilities represented in this job description in no way imply that these are the only duties to be performed. Individuals occupying the position will be required to follow any other job related instructions and to perform any other job related duties requested by the Board of Directors and/or appointed designee. Specific duties and responsibilities include, but are not limited to:

1. Coordinating a strategic marketing program to identify and recruit active volunteers within the community as future members of the Fire Company.
2. Provide additional developmental opportunities by enhancing our existing programs which include but are not limited to the Cadet and Junior Active Firefighter programs.
3. Develop and implement a mentor program for probationary members.
4. Develop and implement the incentive program as outlined in the FY ’18 SAFER Grant.
5. Establish programs that aid in the improvement of active member retention rates.
6. Foster strong relationships with community partners.
7. Compile and organize data related to membership and retention rates.
8. Maintain current and future membership records including monitoring required recertification time lines.
9. Attends general fire company board meetings to provides updates as to the success of recruitment programs.
10. Participate in organizational fundraisers and community events as an ambassador on behalf of the Fire Company.
11. Assist in the daily operations of the Fire Company.

**EDUCATION AND TRAINING:**

* Bachelor’s Degree preferred in Human Resources, Public Relations, Marketing, Communications, Fire Science and/or Fire Administration, or other related discipline from an accredited college or university. Equivalent work experience may be substituted as approved by the Board of Directors and/or appointed designee.
* Preferred two years working in program management and/or volunteer recruitment and retention.

**KNOWLEDGE, SKILLS, AND ABILITIES:**

* Knowledge of basic fire service, EMS, and operational procedures and terminology
* Proficiency in techniques and programs that will successfully contribute to the recruitment and retention of LGVFC volunteers
* Must possess a teamwork mentality and excellent organization and communication skills
* Proficiency in Microsoft Office and other industry standard software
* Must demonstrate high levels of ethical conduct, problem solving skills, and strategic thinking
* Ability to work well under pressure of deadlines and constantly changing priorities
* Ability to develop strong working relationships

**Please forward resume to** [**LGVFC38@gmail.com**](mailto:LGVFC38@gmail.com) **by Friday, November 1, 2019.**