

# Caroline County Government Position Description

Fire – Rescue Recruitment and Retention Officer – Part Time  
Department of Fire, Rescue & Emergency Management

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**Revision Date:** 6-8-13

## **Special Provisions:**

This is a part time non-operational position tasked with recruitment and retention duties. Candidates are not excluded from volunteer operations level fire and rescue membership within Caroline County agencies. This position is grant funded and will be scheduled up to approximately 1,000 hours a year. The position may be dissolved should future funding not be available.

## **General Description of Responsibilities:**

The Fire-Rescue Recruitment and Retention Officer is responsible for the countywide coordination of recruitment and retention programs. Special duties include: the development of a long-range county-wide comprehensive plan for the future enhancement and utilization of volunteers for delivery of emergency services; provides pertinent information to promote the volunteer program; responds to inquiries regarding the volunteer program, both verbally and written; contacts prospective volunteers and conducts interviews to obtain necessary data; develops relationships with local schools, businesses, industries and other outside agencies to facilitate recruitment and retention efforts; schedules recruiting appointments, presentations, speaking engagements and public workshops to reach potential volunteers and to share the fire and life safety messages of the fire/rescue community in concordance with the Public Safety Education Master Plan; coordinates current volunteers to assist with recruitment events; assists with maintaining a current database of available individuals for referral to various Fire and EMS stations; provides statistical information to agencies as needed; promotes, plans, and co-sponsors local events which encourage and/or recognize volunteerism; assists in the implementation of an orientation program for new volunteers and assists in other programs designed to retain volunteer fire/rescue personnel; develops digital and printed materials that explain the fire/rescue organizations and their mission and activities and ensures that these materials are available for distribution by the volunteer agencies and in public facilities throughout the community; attends various meetings, serves on committees, and makes speeches or presentations as needed; maintains comprehensive and current knowledge of applicable laws/regulations; maintains an awareness of new trends and advances in the profession; reads professional literature; attends workshops and training sessions as appropriate; assists with

preparation and administration of the Recruitment and Retention budget; provides reports on recruitment and retention efforts to the Fire/Rescue Division and the Volunteer Fire/Rescue agencies in the County.

**Organization:**

Position represents part time non-operational duties within the Department of Fire – Rescue and Emergency Management.

Reports to the Fire – Rescue Training Captain.

**Essential Functions:**

*The tasks listed below are those that represent the majority of the time spent working in this position. Management may assign additional tasks related to the type of work of the position as necessary.*

Coordinates and performs recruitment and retention activities; tracks potential volunteer members; regularly speaks to individuals and groups.

Produces and updates recruitment and marketing materials to include printed materials, newsletters, webpage, Facebook, video, and other digital media.

Supports the mission of the Department, regularly communicating with the Fire-Rescue Training Captain and staff.

Provides Fire and EMS member orientations to meet specific department requirements.

Performs related non-operational work as assigned.

**Working Conditions and Required Physical Abilities:**

Work for this position is typically performed in both an office and outside community setting. Requires fingering, grasping and repetitive motions. Vocal communication is required for expressing or exchanging ideas by means of the spoken word; hearing is required to perceive information at normal spoken word levels; visual acuity is required for preparing and analyzing written or computer data, determining the accuracy and thoroughness of work and observing general surroundings and activities. Also requires walking, standing, and sitting as necessary.

Requires frequent driving. Frequent night and weekend duties are necessary. Regular contact with the public, external civic and volunteer organizations; and various government agencies is required.

### **Knowledge, Skills and Abilities:**

Knowledge of the principles, practices and methods of modern Fire and EMS functions; general knowledge of applicable ordinances and state laws relating to Fire and EMS; ability to communicate ideas clearly, concisely and effectively; ability to understand, follow and give oral and written directions; mental alertness; ability to perform physical tasks required for designated duties; ability to plan, assign, instruct and coordinate the work of others; ability to establish and maintain effective working relationships with fellow employees, County officials, volunteers, outside agencies and the general public with an emphasis on developing strong positive relationships.

### **Education, Experience, and Training**

High school graduate or equivalent. Experience in recruitment and public speaking, preferably supplemented by Fire and / or EMS education or experience which provides the required knowledge, skills and abilities.

A strong and demonstrated background in computer applications and software necessary to support the position.

Possession at all times of a valid, Virginia driver's license with an acceptable driving record.

### **Other Conditions:**

- Fair Labor Standards Act (FLSA) Non-Exempt
- Twelve-month probationary period
- Part Time Non-Operational without Benefits