

Recruitment & Retention Coordinator

CANNON BEACH FIRE DISTRICT

Location: Cannon Beach, OR

Cannon Beach Fire District

Cannon Beach, Oregon

\$50,000 to \$60,000 annually DOQ

Cannon Beach Fire District is located on the beautiful, scenic Pacific coast of northern Oregon. The district was established in 1947 and currently provides Fire, water rescue, rope rescue, and non-transport EMS service from two stations. The 6 square mile service area includes the communities of Cannon Beach, Arch Cape and Falcon Cove.

The ideal candidate will be an active, involved part of the community, work effectively with the Board of Directors, staff, and volunteers. The candidate is expected to work closely with the City, County, State and Federal partners as well as neighboring Fire Districts. This position is funded by a four-year SAFER grant and is a joint grant with Hamlet Fire District. This position will work to enhance and retain the volunteers in both districts, as well as be a vital part of training for both districts. Although this is a four-year grant it is the intent to continue with position with the right candidate.

The District is looking for an experienced leader who can demonstrate a progressively, responsible Fire Service career history in a similar department which provides fire, EMS and wildland urban interface services and can provide proactive approach to addressing the future needs of the District. A background in training and working with volunteers is desirable.

Minimum Qualifications:

1. NFPA Firefighter I
2. NFPA Instructor I
3. EMT Basic
4. Valid Oregon Driver's license, insurable by District's insurance carrier.

Desired Qualifications:

1. NFPA Fire Officer II
2. NFPA Instructor II
3. Aerial Apparatus Operator
4. Establish residency within the Cannon Beach Fire District

Application and Deadline:

Submit letter of interest, resume, attached application and supplemental questions by 5:00 pm on November 2nd to Cannon Beach RFPD, PO Box 24 Cannon Beach, Oregon 97110 or drop of at the Cannon Beach main station at 188 Sunset Blvd. Please clearly mark on outside of envelope "RECRUITMENT/RETENTION COORDINATOR APPLICATION". Any packets received missing the above required materials will be deemed ineligible to move on in process.

Tentative process schedule

Applications close November 2nd

Notify applications for assessment center by November 9th

Assessment Center November 17th

Chief's interview December 15th

Conditional Job Offer by December 21st

Tentative Start January 8th

For further information about the position or Cannon Beach Fire District please visit our website cbfire.com or contact Fire Chief Matt Benedict, at 503-436-2949.

Cannon Beach Fire District is an equal opportunity employer.

CANNON BEACH FIRE DISTRICT

POSITION TITLE: Recruitment and Retention Coordinator	DIVISION: Administration	
REPORTS TO: Fire Chief (Cannon Beach)	JOB CLASS: Staff	DATE: September 2018

I. POSITION SUMMARY

Responsible for following: recruitment and retention of volunteers for the Cannon Beach and Hamlet Fire Districts. The position is responsible for planning, coordination, and implementation of a comprehensive recruitment and retention program, purchase and utilizes recruitment and retention equipment as allowed through grant. This person will also assist with special district and volunteer projects and duties as assigned.

II. ESSENTIAL FUNCTIONS

- (1) Develops, implements, and maintains recruitment and retention programs, materials, equipment, and displays. Monitors the program success, researches new programs, and monitors the development of new recruits.
- (2) Schedules recruitment and retention activities at community events, develops public relations with the media as well as new partnerships with local businesses, schools, civic organizations, and other community groups as it pertains to recruitment and retention of Volunteers.
- (3) Provides support to Volunteers which may include: assisting with issuing PPE, training, coordinating volunteer activities and other duties as assigned.
- (4) Develop a comprehensive plan for advertising, applications, processing, notifications, and a process to see the volunteer has all needed information to be successful
- (5) Program administrator will be responsible for using grant funds properly, and develop proper programs to fit the scope of the received grant.
- (6) Develop applications, forms, and websites, check sheets, brochures, and

any other written, audio, or visual aids necessary for recruitment and retention.

- (7) Has a thorough working knowledge of District policies, procedures, standards, and rules.
- (8) Participates in training activities including acting as instructor as needed.
- (10) Prepares records, reports, and other documentation to accurately record each of the fire districts activities; provide oral and written communications to district personnel and officials, cooperating agencies, and general public.
- (11) Attends public functions such as fairs, community celebrations, fire district association meetings, special events etc.
- (12) Performs special projects or programs as assigned.

III. DECISIONS/PROBLEM SOLVING

This position requires the knowledge and understanding of State, and Federal laws and regulations; district policies and procedures; fire prevention and suppression management techniques. Individual must have the ability to apply this knowledge independently in the development of plans and objectives.

IV. REQUIREMENTS

- Graduation from high school or equivalent GED.
- Energetic, outgoing personality with highly developed people skills.
- Ability to work well with others inside and outside the fire service.
- Ability to work independently, schedule, and prioritize tasks.
- Must have the ability to work a flexible schedule.
- Ability to understand and follow complex and/or technical written and oral communications.
- Ability to solve problems, make quick decisions and sometimes use innovative methods and approaches to situations.
- Five years' or more experience as a volunteer firefighter.
- Ability to write clear, concise, and accurate reports; ability to speak in public.
- Strong leadership and interpersonal skills, including ability to plan and organize work.
- Valid driver's license and insurable by the fire districts carrier
- Adherence to all policies and procedures of the district.

- Physically able to perform duties of job description.
- Adherence to knowledge, health, and physical fitness standards established by the District.
- Adherence to all policies.

V. LICENCES/CERTIFICATIONS

- Oregon EMT or higher
- NFPA Firefighter I
- NFPA Apparatus equipped with a pump
- NFPA Instructor I

VI. SCOPE

This position works a flexible 40-hour week with occasional evening and weekend hours as necessary to obtain position goals. This position is subject to call back for and must have a good understanding and a positive relationship with the citizens of the communities served and, therefore, is encouraged to reside within the Fire District.

Any involvement in outside employment of the fire district and or outside associations, committees, etc. must be approved by the fire chief.

Adverse conditions or unusual expectations required as part of the job include: driving emergency vehicles in inclement weather and under emergency conditions, unusual physical exertion such as lifting, climbing, bending, and crawling, as well as exposure to intense heat and toxic environments.

CANNON BEACH FIRE DISTRICT
188 Sunset Blvd
PO Box 24
Cannon Beach, OR 97110
503-436-2949

Date Received: _____

VOLUNTEER/EMPLOYMENT APPLICATION

Thank you for applying with Cannon Beach Fire Protection District. Please answer all questions to the best of your ability. We welcome resumes; however, please complete all portions of this application form.

PLEASE PRINT CLEARLY

NAME (LAST, FIRST, MIDDLE) _____	
ALIAS OR OTHER NAME USED: _____	
HOME ADDRESS: _____	
MAILING ADDRESS: _____	
HOME TELEPHONE #: _____	SECONDARY TELEPHONE #: _____
E-MAIL ADDRESS: _____	
ARE YOU A RESIDENT OF CANNON BEACH FIRE DISTRICT? _____	
IF SO, HOW LONG HAVE YOU RESIDED IN THE CANNON BEACH FIRE DISTRICT: _____	
PLEASE LIST FIVE (5) YEAR RESIDENCE HISTORY:	

EDUCATION AND TRAINING		
HIGH SCHOOL GRADUATE OR G.E.D. CERTIFICATE? <input type="checkbox"/> Yes <input type="checkbox"/> No		
If NO, circle the highest grade completed: 1 2 3 4 5 6 7 8 9 10 11 12		
COLLEGES, VOCATIONAL/TECHNICAL SCHOOLS	CREDITS	CERTIFICATE OR DEGREE
_____	_____	_____
_____	_____	_____
LICENSES AND CERTIFICATES (Please attach copies of certificates)		
DESCRIPTION	ISSUED BY	EXPIRATION DATE
_____	_____	_____
_____	_____	_____
ADDITIONAL KNOWLEDGE, SKILLS AND ABILITIES		
Please list any additional knowledge, skills or abilities that you believe would be beneficial to Cannon Beach Fire District:		

ARE YOU NOW OR HAVE BEEN EMPLOYED OR AFFILIATED WITH A FIRE DEPARTMENT? <input type="checkbox"/> Yes <input type="checkbox"/> No		
DATES: _____	DEPARTMENT? _____	
DATES: _____	DEPARTMENT? _____	
DATES: _____	DEPARTMENT? _____	

GENERAL INFORMATION:

U.S. MILITARY SERVICE:

BRANCH: _____

DATES OF SERVICE: FROM: _____ TO: _____

SOCIAL SECURITY NO. _____ BIRTHDATE: ____/____/____

DRIVER'S LICENSE #: _____ STATE OF ISSUE: _____

ARE YOU A US CITIZEN? _____ Yes _____ No

If you are not a US Citizen, are you allowed to work in the US without restriction? _____ Yes _____ No

CONVICTION:

HAVE YOU BEEN CONVICTED OF A FELONY OR SERVED TIME IN PRISON DURING THE LAST SEVEN YEARS? _____ Yes _____ No (Conviction is not an automatic bar to membership. Each case is considered separately.)

IF YES, PROVIDE INFORMATION REGARDING DATE, CHARGE, PLACE, AND ACTION TAKEN.

EMPLOYMENT RECORD: Begin with current/most recent employment.

From: ____/____/____	Title: _____	Employer: _____
To: ____/____/____	Duties: _____	Address: _____
Salary: _____ per _____	_____	Supervisor's Name/Title: _____
Hours per Week: _____	_____	Telephone: _____
# of employees supervised: _____	_____	Reason for Leaving: _____
		May we contact this employer? _____

From: ____/____/____	Title: _____	Employer: _____
To: ____/____/____	Duties: _____	Address: _____
Salary: _____ per _____	_____	Supervisor's Name/Title: _____
Hours per Week: _____	_____	Telephone: _____
# of employees supervised: _____	_____	Reason for Leaving: _____
		May we contact this employer? _____

From: ____/____/____	Title: _____	Employer: _____
To: ____/____/____	Duties: _____	Address: _____
Salary: _____ per _____	_____	Supervisor's Name/Title: _____
Hours per Week: _____	_____	Telephone: _____
# of employees supervised: _____	_____	Reason for Leaving: _____
		May we contact this employer? _____

VOLUNTARY INFORMATION

This information is being requested in accordance with federal regulations. The information is voluntary and will not be used when considering your application with Worley Fire District.

- 1. Sex (check one): Male Female
- 2. Race/Ethnicity – Please check the one category which best describes your recognition in your community:
 - American Indian/Alaskan – includes persons who identify themselves or are known as such by virtue of tribal association.
 - Asian/Pacific Islander – includes persons of Japanese, Chinese, Korean, or Filipino descent
 - Black/African American – includes persons of African descent, as well as those identified as Jamaican, Trinidadian, and West Indian descent
 - Hispanic/Latino – includes all persons of Mexican, Puerto Rican, Cuban, Latin American, or Spanish descent
 - White/Caucasian - includes persons of Indo-European descent, including Pakistani and East Indian persons
 - Other – includes Malayan, Thais, and others not covered above.
- 3. Do you have a disability? Yes No If yes, please check the type of impairment you have:
 - Hearing
 - Mobility
 - Visual
 - Mental
 - Multiple Disabilities
 - Other (specify): _____
- 4. Veteran Status: Check the one (1) box that best describes your veteran status:
 - Disabled Vietnam Era Veteran
 - Disabled Veteran of Other Campaign or War Era
 - Other Disabled Veteran
 - Vietnam Era Veteran
 - Veteran of Other Campaign or War Era
 - Other Veteran

If you are accepted as a volunteer/paid with Cannon Beach Fire Protection District, would you be willing to submit to any job-related medical exams, physical ability testing and/or drug tests that may be required of the position to which you have applied? Yes No

In your opinion, are you able to perform the essential functions of the position to which you have applied with or without reasonable accommodations? Yes No

This position requires the volunteer to work outdoors in every type of climate and weather condition. The work is repetitive and physically demanding. They may lift and carry heavy objects, and stoop, kneel, crouch or crawl in awkward positions. The volunteer may be exposed to harmful materials or chemicals, fumes, odors, loud noises or dangerous machinery. The volunteer may also be exposed to the morbid, the macabre, the repugnant, the abnormal, the morose, the psychotic, the neurotic and the otherwise unpleasant or unusual facets of results of human behavior. Cannon Beach Fire Protection District strongly suggests consulting with your personal physician before applying.

I hereby certify that all information on this application is true and understand that erroneous information on this application may result in the removal of my name from consideration for the position of volunteer and may result in termination. I understand that this information may be subject to verification.

Signature of Applicant: _____ **Date:** _____

Cannon Beach Fire District Recruitment Coordinator

Supplemental Questions

Name: _____

Please answer the following questions with no more than 1 page per question.

1. Please describe your experience working with volunteers.
2. The community is concerned about the lack of volunteer firefighters, our tenured volunteers have retired or are considering retiring, leaving less experienced volunteers to protect the community. What ideas could you bring to this position to help reverse the attrition of our valued tenured volunteers?
3. What challenges do you see with recruitment in the Cannon Beach Community.
4. Based on what you know about our community, what is one thing you can bring to the position that will enhance the overall quality of life for our District patrons?
5. How will you become involved in the community?