



RANCHO SANTA FE FIRE PROTECTION DISTRICT

JOB ANNOUNCEMENT

VOLUNTEER RECRUITMENT AND RETENTION COORDINATOR

(Internal Recruitment)

APPLICATION PERIOD OPENS: September 15, 2017 **CLOSES:** September 28, 2016 - 4 pm

GENERAL DESCRIPTION:

The Volunteer Recruitment and Retention Coordinator is a non-safety, limited term (up to four years), full-time position that works within the organizational structure of the Rancho Santa Fe Fire Protection District. This is a SAFER grant funded position and the District does not guarantee this will become a regular full time funded position after the grant performance period.

GENERAL RESPONSIBILITIES:

Under the direction of the Training Officer, the Volunteer Recruitment and Retention Coordinator (VRRC) is responsible for planning, coordinating, organizing, and directing all aspects of the RSFFPD's volunteer program in regards to recruitment and retention. The VRRC will focus on developing, leading, and implementing comprehensive and effective programs that will attract new volunteers and the retention of current volunteers to ensure the District has a safe and well prepared volunteer force ready to meet the fire service needs of our community.

The VRRC position will include program management; assist in volunteer training and HR functions, record keeping, and mentorship. The VRRC will work closely with members of the Management Team and all members of the District to ensure our volunteer division accomplishes the mission of the District.

KNOWLEDGE OF:

- Experience in the fire service and working with volunteer firefighter programs.
- Knowledge of techniques and programs that will successfully contribute to the recruitment and retention of Volunteer Firefighters within the RSFFPD.
- Microsoft Office products, office machinery such as scanners, mobile devices such as phones and tablets, and internet driven software such as databases.

ABILITY TO:

- Deal harmoniously with people in promoting community and District interactions.
- Utilize organizational skills with an ability to work well under pressure of deadlines and constantly changing priorities.
- Work and communicate with persons of various social, cultural, economic and educational backgrounds.
- Communicate fluently in written and spoken English.
- Remain clear-headed and diplomatic in stressful situations.
- Foster and maintain positive, productive, and professional, relationships with subordinates, peers, superiors, stakeholders, and members of the public.
- Be organized, forward thinking, and innovative.

EMPLOYEE BENEFITS

The VRRC is a salaried, at-will, non-represented employee. Employment will be based on an employment agreement that

shall be reviewed annually.

- ❖ **Wage:** Up to \$40.00 per hour
- ❖ **Retirement** - CalPERS, Non-safety 2.0% at 62., or Social Security, if applicable
- ❖ **Vacation** - 80 hours annually
- ❖ **Sick Leave** - 4 hours per month, 48 hours annually
- ❖ **Health Plans** - The District establishes a cap for medical/dental plans of 80% of the average CalPERS HMO medical plans and 100% of HMO dental plan(s) offered (at the family rate), per month toward medical and dental insurance. Currently \$1,347.87
- ❖ **Life Insurance** - \$25,000
- ❖ **Long Term Disability Insurance**—The District provides a LTD plan
- ❖ **Holidays** – Ten (10) holidays are observed
- ❖ **Deferred Compensation**—a voluntary deferred compensation plan is available.

MINIMUM QUALIFICATIONS

- Candidates must possess a valid Class “C” California Driver’s License with a good driver's record as identified by District policy
- May be subject to a background investigation, employment reference check, and verification of all applicable certifications and educational degrees
- CPR Certified, if not certified, must obtain certification within 90 days

DESIRED QUALIFICATIONS

- Associate's degree in Fire Science and/or Fire Administration, Public Relations Mass Communications or other related discipline is required from an accredited college or university. Equivalent work experience may be substituted for education.

WHO MAY APPLY

This is an internal District recruitment and the position is open to anyone, paid or volunteer, who meets the requirements set forth in this job announcement. Applicants must submit an official Fire District application form and resume outlining qualifications and experience.

With the permission of the Fire Chief and when in the best interests of the District, the position may be job shared as long as has the hours worked total compensation package does not exceed the costs of one (1) full-time position.

HOW TO APPLY:

Application, job information, and full position description are available online at www.rsf-fire.org or at the administrative offices of the Rancho Santa Fe Fire Protection District, 18027 Calle Ambiente, Rancho Santa Fe, CA 92067 Monday – Friday between 8:00 a.m. and 5:00 p.m. For additional information or questions, please call Chief McQuead at (858) 756-5971 during normal business.

TENTATIVE SELECTION PROCESS

Management Interview. If applicable demonstration of oral or written abilities, background investigation, and medical examination.

As a condition of employment with the Rancho Santa Fe Fire Protection District, all employees are required to comply with the terms and requirements of the District’s Grooming Policy A200.3; which includes restrictions regarding tattoos and piercings.

Rancho Santa Fe Fire Protection District is an equal opportunity/affirmative action employer. This agency supports work force diversity. Women and minorities are encouraged to apply.