

Hebron Fire Department

Job Description

Job Title: Recruitment and Retention Coordinator

Exemption Status: Non Exempt

Immediate Supervisor: Fire Chief

Normal Work Schedule: Hours Vary with 16 hour a week maximum

Job description: Under limited supervision assist the Fire Department in the recruitment and retention of staff. This position develops, implements, leads and manages plans, projects, and programs that are designed to solicit new firefighters and EMS staff, to retain current staffing, and to ensure the sustainability and growth of the department.

The Ideal candidate will be flexible and able to shift focus to short term critical projects as needed to support a dynamic emergency service organization while maintain core responsibilities.

Key Responsibilities:

Note: Anyone position may not include all tasks listed, nor do the examples necessarily include all tasks to be performed. The list of essential functions, as outlined herein, is intended to be representative of the tasks performed within this classification. The omission of an essential function does not preclude management from assigning duties not listed herein if such functions are a logistical assignment for the position.

- Coordinate with senior fire department officials to develop and maintain an effective workforce of firefighters and Emergency Medical staffing.
- Coordinate recruitment related events including leading regularly scheduled prospective members Meet and Greets and New Member Orientation as well as recruitment presence at local community events and area colleges and Universities.
- Plans, coordinates and uses information effectively to enhance activities and production. Knows and understands expectations regarding the activities and works to ensure such expectations are met.
- Designs and formulates ways, means and timing to achieve established goals and objectives.
- Identify venues and opportunities to reach prospective members in the community at large.
- Manage the recruitment process for prospective members, including initial contact, follow up. Application workflow tracking, and the ongoing communication and scheduling of the various steps of the process.
- Keep track of prospective members while they are in the process, especially keeping in touch with prospective members with appropriate certifications.
- Stay engaged with prospective members while they are in the process and until they have completed the hiring process and handed off to the department for training.
- Works with the Fire Chief to select and recommend employment of personnel for the department who are qualified both technically and philosophically to meet the needs of the Town and the Department.
- Maintains high standards of accuracy in exercising duties and responsibilities. Exercises immediate remedial action to correct any quality deficiencies that occur in areas of responsibilities.

- Works with current staff to outline and resolve real and or potential issues that will keep them active on the department.
- Strives to develop and maintain good rapport with all staff members. Listens to and considers their suggestions and complaints and responds appropriately. Maintains the respect and loyalty of the staff.
- Works with the Chief and officers to create an environment that keeps the level of dedication and service at the highest level possible.
- May interact and communicate with various groups and individuals such as department members, other town employees, elected officials, and the general public.
- Ensures departmental compliance with the requirements of grant awards and other support mechanisms relating to the recruitment and retention of firefighters and EMS staff using effective management skills.
- Compiles information and completes documentation to support ongoing recruitment and retention programs. Pursues external funding to include grants and partnerships.
- Analyzes programs and projects to determine the level of success in recruiting and retaining firefighters-EMS staff offer input for revising thje applicable plans and guidance to achieve program goals.

Qualifications:

- Preferred prior experience as a recruiter in the emergency services or military space, however will consider all applicants with other types of general recruiting experience.
- Must have excellent organizational skills with record keeping and project management.
- Proficiency in Microsoft Office
- Excellent verbal and written communication and interpersonal relationship skills
- Ability to work independently effectively
- Experience assisting or managing elements of human resources/hiring workflow a plus.
- Any combination of education and experience equivalent to an Associate's Degree, with preference given to individuals with a Bachelor's degree or higher in management, fire service related topics, public relations or marketing.
- Must have effective communication skills, marketing, and public relation skills and strategies to achieve recruitment and retention goals.

Schedule:

This position will begin in the fall of 2021 and continue as long as funding is approved by the Town. Majority of the work will be from the Fire Station with the schedule to include day time, evening and weekend hours. When possible all actual hours of work will be scheduled with the Fire Chief.

Compensation:

This is an hourly contract position that does not have any benefits associated with it. Successful candidate will not be a town employee and will receive a 1099 form at the end of the calendar year indicating all money paid to them from the town. Salary range from \$15.00 to \$25.00 and hour.