

COUNTY OF ALBEMARLE POSITION DESCRIPTION

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| JOB TITLE: Recruitment & Retention Captain | LOCATION: Fire/Rescue Administrative Division |
| | JOB CLASS CODE: 1I16 |
| IMMEDIATE SUPERVISOR: Director of Fire Rescue | PAYGRADE: 14 |
| | FLSA STATUS: Non-Exempt |

GENERAL DEFINITION OF WORK:

Performs administrative and technical work in the fire and rescue division. Works with the Albemarle County Recruitment and Retention Committee to coordinate the overall volunteer recruitment plan for the County fire and rescue agencies to facilitate the recruitment and retention of emergency service volunteers. Will assist with volunteer training and public education programs. Does related work as required.

ESSENTIAL FUNCTIONS:

- Facilitates and manages the development of a long-range countywide 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.
- Procures and maintains a file for background checks on all prospective volunteer members.
- 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.
- Maintains a current Database of available individuals for referral to various Fire and EMS stations. Maintains a database of all County fire/Rescue volunteers and 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 and training program for new volunteers and assists in other training programs designed to retain volunteer fire/rescue personnel.
- Identifies and writes grants for alternative funding opportunities to support special projects of all County fire/rescue agencies.
- Responsible for producing and enhancing the County Fire Rescue Community's newsletter using advanced desktop publishing software.
- Develops 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 a comprehensive, current knowledge of applicable laws/regulations; maintains an awareness of new trends and advances in the profession; reads professional literature; maintains professional affiliations; attends workshops and training sessions as appropriate.
- Assists with preparation and administration of the Recruitment and Retention budget.
- Provides an annual report on recruitment and retention efforts to the Fire/Rescue Division and the Volunteer Fire/Rescue agencies in the County.
- May be called upon to respond and work at incidents requiring firefighting, emergency medical care, specialized rescue and hazardous material emergencies. Activities include driving/operation fire apparatus and emergency medical vehicles; may make initial

determination of necessary personnel, equipment and suppression or containment tactics until relieved by superior officer;

- Performs related tasks as required.

KNOWLEDGE, SKILLS AND ABILITIES:

Thorough knowledge of public relations and communications. Employee must be able to develop programs that will educate citizens as to opportunities available as a fire and rescue volunteer. Must have the ability to establish effective working relationships with career staff, volunteers, and outside agencies. Must be able to negotiate solutions to difficult policy issues and be able to implement action plans. Must be able to supervise teams and committees. Employee must possess excellent verbal and written communication skills. Must be able to meet the continually changing environment of emergency service delivery. Must have the ability to use personal computer and work with associated equipment. Experience in market research and analysis with experience in program/project development and implementation is preferred. High level of competency in leadership, communication and human relations skills. Ability to develop and evaluate teaching materials and programs. Ability to work well with the media.

EDUCATION AND EXPERIENCE:

Education equivalent to a four-year (Bachelor) degree from an accredited college/university with major course work in management, communications, business, psychology, public administration, human resources or related field or any equivalent combination of experience and training which provides the requested knowledge, skills and abilities. Experience in working with volunteer organizations or experience in volunteer work preferred. SPECIAL REQUIREMENTS: The Volunteer Coordinator selected must be enthusiastic, dedicated, motivated, and sold on the product, which is the importance of the Volunteer Fire/Rescue organization and its work to the community. Possession of a valid driver's license issued by the Commonwealth of Virginia will be required. Must sign a no tobacco use agreement prior to employment. Preference will be given to applicants possessing valid Virginia State certifications in EMS or Fire Service related subjects. Such subjects include, but are not limited to, Basic to advanced emergency medical care (Any level from EMT-B through EMT-P) Firefighter level II, Emergency Vehicle Operations (EVOC), EMT Instructor, Fire Instructor, etc.

PHYSICAL CONDITIONS AND NATURE OF WORK CONTACTS:

Work is typically performed in both office and field settings. Frequent driving and travel. Frequent night and weekend duties are necessary. Frequent exposure to potentially hazardous physical stress, fire, adverse weather and hazardous substance is required. Regular contact with external civic and volunteer organizations; volunteer fire officers; school division staff and various government agencies for the purpose of instruction and dissemination of information is required.

EVALUATION:

Performance will be evaluated on the ability and effectiveness in carrying out the above responsibilities.

Date Approved:

Date (s)

Amended: 4/24/2002; July 12, 2002

Recruitment & Retention Captain
6/26/2011

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