



North Whidbey Fire and Rescue

Employment Opportunity

Volunteer Firefighter Recruitment & Retention Coordinator

North Whidbey Fire and Rescue (NWFR) District is seeking qualified candidates to perform the duties of volunteer firefighter recruitment and retention coordinator. This is a temporary job classification responsible for the management of a federal SAFER grant that terminates in 2026. This will be a full-time position. The ideal candidate for this position has extensive fire service experience.

Salary: Annual \$50,000

Employee Benefits:

- Medical benefits up to \$900.00 month
- Paid sick leave 8 hours a month
- Paid holidays 11
- Paid vacation 2 weeks per year
- FMLA
- Washington PERS retirement benefits
- Aflac (optional)

How to Apply: Application forms are located on the district website at the following link: [Join Us | nwfr](#) Complete an application and submit with a cover letter and resume to North Whidbey Fire and Rescue, Recruit and Retention at Crystal@nwfr.org or 770 NE Midway BLVD, Oak Harbor, WA 98277. Applications accepted until position is filled.

Job Duties & Description

The Recruitment & Retention Coordinator (RRC) manages the district's volunteer programs including the recruitment and retention of volunteer firefighters necessary to meet the emergency response needs of the fire district. This position will assist in the district's high school volunteer program and requires outreach to the high school.

This position administers the NWFR's federal SAFER Grant for the recruitment and retention of volunteer firefighters. The position terminates with the end of the SAFER grant performance period in 2026.

This position is typically 8:00 am to 5:00 pm Monday through Friday. Hours of work during the week may be flexed for weekend and evening work hours at training drills, community events and other functions as necessary to obtain program goals and to meet the needs of the district.

This position is a temporary job classification that is not represented by a labor union. This position is administrative in function and does not include emergency response duties. The person filling this position is not eligible to be a volunteer firefighter for NWFR.

Travel is primarily local or regional during the business day, although some out-of-area overnight travel may be expected.

Required Qualifications

- Valid driver's license.
- High School Diploma
- Outstanding personal communications skills.
- Proficient computer skills including the use of Microsoft Office.
- The ability to express ideas clearly and concisely in English both orally and in writing to groups and individuals.
- Ability to work a flexible schedule including some evenings and weekends.

Preferred Qualifications

- IFSAC/NFPA Fire Officer I
- Experience in volunteer recruitment and retention activities
- Experience in public speaking and public presentations
- Experience in project management and program development experience

Necessary Special Qualifications

Employees of this classification must, by virtue of their professional background, experiences, accomplishments, and perspectives, be compatible with the organizational culture and climate of North Whidbey Fire and Rescue.

Examples of Work Performed

- Oversees the district's federal SAFER Grant program. Responsible for maintaining communication, compliance, and reporting with the federal government. Assists the district accounting manager with reimbursement billing for SAFER program expenses.
- Coordinates new volunteer members in processing, participation requirement tracking.
- Works with human resources to schedule new firefighter physicals and testing.
- Assists with the district's high school cadet volunteer program.
- May attend weekly volunteer training drills from 7 to 9 pm.
- Attends meetings as requested including but not limited to staff meetings and board meetings. May also attend conferences, seminars, or training sessions to maintain and improve job knowledge, management, and communication skills.
- Provides support to volunteers which may include assisting with training, coordinating volunteer activities and other duties as assigned.
- Schedules recruitment activities at community events. Develops public relations with the media. Partnerships with local businesses, schools, civic organizations, and other community and government organizations as it pertains to recruitment and retention of volunteers.
- Serves as the primary point of contact for new volunteers. Disseminates pertinent information regularly to all groups. Facilitates the volunteer mentoring program and maintains an "open door" policy for all volunteer personnel.
- In charge of developing, implementing, and maintaining recruitment and retention programs, equipment, displays and marketing materials.
- Monitors program success, researches new programs, and monitors the development of new recruits.
- Performs special projects, programs, or other duties as assigned.
- May drive District vehicles.

Knowledge skills and abilities

- Knowledge of fire district policies, rules and regulations and the ability to apply them to the job setting.
- Ability to maintain effective working relationships with both career and volunteer personnel within the district.
- Ability to coordinate, and monitor the activities and assignments of district volunteers.
- Ability to project a positive image for the fire district. Ability to work cooperatively and effectively with fellow employees and the public.

Physical Requirements

While performing the duties of this position, the employee is frequently required to walk, sit, talk, see, hear, feel, operate objects and travel by automobile or truck.

Supervision Received

The recruitment and retention coordinator works under the supervision of the fire chief. The fire chief and/or their designee and the recruitment and retention coordinator meet regularly to review the goals and objectives of the volunteer coordinator's position.

North Whidbey Fire and Rescue Employment Policy

North Whidbey Fire and Rescue provides equal employment opportunities to all employees and applicants for employment without regard to race, color, religion, sex, national origin, or disability. In addition to federal law requirements, the North Whidbey Fire and Rescue complies with all state laws governing nondiscrimination in employment. This policy applies to all terms and conditions of employment including recruiting, hiring, placement, promotion, termination, layoff, recall, transfer, leaves of absence, compensation, and training.

The description of job duties, responsibilities, and requirements listed above is intended to be illustrative and is not intended to list all duties, responsibilities, and requirements that may be required for the performance of the job classification. Employees may be required to do all or some of the listed duties, or other related duties as needed by the district. The above statements are intended to describe the general nature and level of work being performed by employees assigned to this classification. It is also intended to be compliant with the Americans with Disabilities Act.