



FIRE DEPARTMENT
13 South Avenue
Beacon, New York 12508
(845) 765-0899

Recruitment and Retention Coordinator

The City of Beacon Fire Department is looking to hire a part time Recruitment and Retention Coordinator. The candidate should:

- Have skills in developing and implementing a marketing program.
- Work well with others and coordinate with the Fire Chief.
- Possess data management skills.
- Be able to some work days, weekends, evenings, as scheduled with the Fire Chief.
- Be available to attend career days at the Beacon High School, Fire Prevention events in the City of Beacon Schools and City of Beacon events.
- OFPC, Principals of Instruction

The City of Beacon Fire Department has been awarded a SAFER Grant. The City will hire a part-time Volunteer Recruitment and Retention Coordinator to develop, implement, maintain, and evaluate a comprehensive recruitment and retention program to attract, train, and retain qualified volunteers. He/she will also be responsible for grant administration. The Coordinator's salary will be at a rate of \$20/hour part time. The Coordinator will assess current and future needs, identify potential solutions, and implement recommendations. He/she will also be responsible for grant administration, including recordkeeping, timely submission of reports, and working with the Fire Chief to submit reimbursement requests to FEMA.

The Coordinator will develop and implement a marketing plan to recruit new members. Marketing tools will include a promotional brochure; radio, cable TV, and newspaper advertising; direct mailings; and recruitment posters. We will also use the Web and social media to communicate our recruiting message. In light of our members demographics, targeted marketing will be directed toward high school, college students, and citizens in the Beacon area. The R and R Coordinator will provide information about the SAFER-funded FASNY Tuition Reimbursement Program. The Coordinator will be responsible for evaluating the effectiveness of our various incentive programs and marketing efforts.

The Recruitment and Retention Coordinator will work closely with the Fire Chief.

Resumes should be sent to the attention of Chief Gary Van Voorhis, City of Beacon Fire Department, 13 South Avenue, Beacon, New York 12508 or via email to gvanvoorhis@beaconfd.org