



# JEFFERSON COUNTY EMERGENCY SERVICES AGENCY

419 Sixteenth Avenue ■ Ranson, WV 25438  
Tel: 304-728-3287 ■ Fax: 304-728-6221 ■ [jcesa.org](http://jcesa.org)

---

## — JOB ANNOUNCEMENT —

As a continuing effort to assist the Volunteer Fire Companies in improving emergency services within Jefferson County. The Jefferson County Emergency Services Agency is pleased to announce that we have been awarded a grant from FEMA in the amount of \$960,710.00 to assist in the recruitment and retention of volunteer firefighters. This non-matching grant will provide us a recruitment officer for two and a half more years and the funds necessary to assist our fire rescue partners in advertising, personal protective equipment purchases and training opportunities. For more information regarding this grant or information on how you can be part of the fire rescue community, please contact JCESA Deputy Director Edward Hannon at 304.728.3287.

### **VOLUNTEER FIRE AND RESCUE RECRUITER POSITION**

#### **Job Description:**

Volunteer Fire Rescue Recruiter  
Full-Time, Non-Exempt

#### **Summary**

The Volunteer Fire Rescue Recruiter is responsible for developing and executing a volunteer fire rescue recruitment program in coordination with Jefferson County Volunteer Fire Rescue Leadership. This position will develop working relationships with the seven Jefferson County Volunteer Fire Departments in an effort to ensure communication and understand the needs of the Fire Departments. The recruiter will formulate an aggressive marketing plan to recruit volunteers into the Jefferson County Emergency Services System. The recruiter will also be coordinating the required training to volunteer recruits to enable them to serve in functional roles within the Fire Rescue Services system in Jefferson County.

#### **Supervision Received and Exercised:**

The Volunteer Fire Rescue Recruiter reports to and is directed by the JCESA Director. S/he will operate with minimal direct supervision and, therefore, must be able to work independently and manage his/her time effectively. The Volunteer Fire Rescue Recruiter does not supervise employees or volunteers. S/He will work in partnership with the Volunteer Fire Rescue Leadership to maximize efficiency and avoid duplication of efforts.

#### **Pre-Requisite Qualifications:**

To be eligible for initial or continued appointment to the position of Volunteer Recruiter must:

- Be at least 21 years of age
- Possess a current and valid driver's license
- A background in Fire/EMS Training (on a global basis, training has been cited as a retention issue).

#### ***It's About Saving Lives***

*JCESA is an equal opportunity emergency service provider,  
Employer, and community partner of Jefferson County WV.*

# JEFFERSON COUNTY EMERGENCY SERVICES AGENCY

Page 2

---

- Have excellent time management and organizational skills
  - Be fluent in social media, such as Facebook, Twitter, and LinkedIn
  - Have at least 60 college credit hours and have experience recruiting and retaining fire rescue volunteers
  - Have a minimum of 10 years' experience working in a volunteer or combination fire rescue services system
  - Leadership/Officer experience
    - \* Fire Officer I
    - Fire Instructor II
    - Management of a Federal Grant in excess of 900,000 dollars and one-year experience.
- Candidates possessing any of these should submit documentation when submitting their application.

## **Responsibilities:**

The responsibilities of the Volunteer Fire Rescue Recruiter:

- Developing and executing a volunteer recruitment program
- Cooperatively gain insight, input, and feedback from our volunteer partners regarding their needs
- Create a budget to support the program (we have one but specify details).
- Develop, coordinate, execute, and evaluate traditional media and social media campaigns
- Maintain regular contact with prospects
- Follow up with recruits regularly to ensure all questions are answered and provide guidance as needed
- Coordinate the certification courses (Suppression Courses, First Aid, CPR, EMT, EVOC) necessary for recruits to serve in function roles (Ambulance Driver, EMT)
- Evaluate and report on performance of the program
- Ultimate deliverable is 25 new recruits completing the program annually

## **Additional Position Attributes:**

- FLSA Status: Non-Exempt
- Compensation: \$47,347.04/yr
- Location and Hours of Work: By virtue of this position the incumbent will be required to work various hours and days to accommodate his/her responsibilities for recruitment. Telework may be possible for some recruitment activities.

Send your resumes for the volunteer recruiter position to Deputy Director Edward Hannon via:  
E-Mail: [EHannon@jcesa.org](mailto:EHannon@jcesa.org)

OR

U.S. Mail to: JCESA  
Attention: Deputy Director Edward Hannon  
419 Sixteenth Avenue  
Ranson WV, 25438

**THIS POSITION IS OPEN UNTIL FILLED**

## ***It's About Saving Lives***

*JCESA is an equal opportunity emergency service provider,  
Employer, and community partner of Jefferson County WV.*