



## Lake Shastina Fire

16309 Everhart Drive  
Weed, Ca 96094

### INVITES APPLICATIONS FOR THE POSITION OF: Fire Captain - Recruitment & Retention Coordinator

#### SALARY

\$50,000.00 Annual salary, up to \$25,000 annually in benefits & Calpers Pension

**ISSUE DATE:** 05/25/2023

#### **THE POSITION**

This is a 4-year salaried position that is grant funded. The position has the potential to be extended beyond the 4-year mark.

The Recruitment and Retention Coordinator performs administrative and technical work recruiting and retaining candidates for volunteer positions with the Lake Shastina Community Services District Fire Department. Work involves providing informational programs at community job fairs, media outlets, web-based sources and high school work programs. He/She will respond to all hazard situations while on duty.

#### **DUTIES and RESPONSIBILITIES**

The successful candidate will develop and implement plans, projects and programs designed to solicit new volunteer firefighters, retain current volunteer firefighters and ensure the sustainability and growth of the Lake Shastina Fire Department. He/She will pursue opportunities for external support of recruitment and retention programs, to include grants and partnerships and ensure compliance with requirements of grant awards and other support.

#### **MINIMUM QUALIFICATIONS**

A valid California driver's license or equivalent from another state or higher license. Associates degree or higher preferably in a field related to Public Relations, Business Administration, Marketing or Fire Technology and at least one year of verifiable experience with fire service organizations. Experience as a fire service officer and/or fire and EMS instructor and/or experience in public relations, marketing and/or recruitment preferred. Knowledge in the use of marketing and public relations techniques. Considerable skill in public speaking and the use of written communication. Ability to engage, motivate and mentor others. Must pass a criminal background check.

## **DESIREABLE QUALIFICATIONS**

Prefer a Class B commercial driver license or a Class C with Firefighter endorsement.

Valid California EMT-B License.

California Firefighter 1 or IFSAC Pro Board Firefighter 1 or Firefighter 1 Academy completion.

Background in instructing or teaching.

Bachelor's degree in any field.

Experience in social media advertisement.

Any experience in graphic design and advertisement creation.

Live within 20 miles of the fire station.

**For More Detailed Job Description and Application:** Go to [www.lakeshastina.com](http://www.lakeshastina.com).

The position will be open until filled with expected hire date of July 1st, 2023. The first review of applications will be June 15th, 2023.

**Submit Application and Resume:** To LSCSD at 16320 Everhart Drive, Weed, CA 96094.

The LSCSD is an Equal Opportunity Employer.