



South Pend Oreille Fire and Rescue

325272 Hwy 2 Newport, WA 99156

www.spofr.org

(509) 447-5305

POSITION ANNOUNCEMENT

Job Title: Part-Time Recruitment and Retention Coordinator

Location: South Pend Oreille Fire and Rescue, Station 32

About Us:

At South Pend Oreille Fire and Rescue, we are dedicated to making a difference in our community through the passion and commitment of our volunteers. We are looking for a motivated and detail-oriented part-time Recruitment and Retention Coordinator to help us recruit and retain dedicated volunteers who share our mission and values.

Position Overview:

As the Recruitment and Retention Coordinator for volunteers, you will be responsible for identifying, recruiting, and supporting volunteers who can help us achieve our goals. You'll also work to foster a positive and inclusive environment that encourages volunteer retention and long-term engagement.

Key Responsibilities:

- Manage the volunteer recruitment process, including posting opportunities, screening applicants, conducting interviews, and communicating with potential volunteers.
- Manage and maintain accurate records of volunteer activities, including hours worked, participation levels, and personal details, ensuring up-to-date and organized data for reporting and tracking purposes.
- Develop and maintain strong relationships with current volunteers to encourage continued participation and engagement.
- Collaborate with team leaders to understand volunteer needs and ensure effective volunteer placements.
- Organize and attend volunteer recruitment events, outreach activities, and community networking opportunities.
- Create and implement strategies to retain volunteers, ensuring they feel valued, supported, and motivated.
- Track and report on volunteer metrics to assess the success of recruitment and retention efforts.

Qualifications:

- Experience in volunteer management, recruitment, or community outreach.
- Strong communication and interpersonal skills.

- Organized, proactive, and able to manage multiple priorities.
- Ability to connect with diverse groups of people and inspire engagement.
- Experience with volunteer management software is a plus.
- A passion for helping others and fostering community involvement.

Position Details:

- Part-time, flexible hours.
- Competitive compensation based on experience.
- Opportunity to contribute to a meaningful cause and make a lasting impact.

How to Apply:

If you are excited about this opportunity, please submit your resume and cover letter to serve@spofr.org. We can't wait to learn more about you!