



**MONTGOMERY CO  
VOLUNTEER  
FIRE RESCUE  
ASSOCIATION**



230 N. Washington St. Rockville, MD 20850  
301-424-1297  
www.mcvfra.org

**STANLEY "BUDDY" SUTTON, PRESIDENT  
ERIC N. BERNARD, EXECUTIVE DIRECTOR**

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## **Volunteer Recruitment and Retention Coordinator (VRR)**

***December 23, 2022***

*Note: Though this position is for employment with the Montgomery County Volunteer Fire Rescue Association (MCFRA), the position is a federally funded grant position and may be subject to further requirements due to federal funding.*

### **Organizational Summary:**

Incorporated in 1922, the Montgomery County Volunteer Fire and Rescue Association (MCFRA) is an 501(c)(4) organization whose mission is to represent, coordinate and support the volunteer fire, rescue, EMS, and administrative volunteers in Montgomery County, Maryland. The approximately 2,500 members we serve volunteer in one of our 19 local volunteer fire and rescue departments (LFRDs) throughout the County.

### **Position Summary:**

The Volunteer Recruitment and Retention Coordinator (VRR) develops, implements, leads and manages plans, projects, and programs designed to raise the visibility of the MCFRA and our work, as well as to increase the number of volunteers for the 19 local volunteer fire and rescue departments in our combination volunteer/career system. The recruiter shall work to raise visibility among the public, students, businesses, community organizations, funders, and other stakeholders.

The expected outcomes of activities executed by the VRR will be to recruit volunteers for membership and training as firefighters and emergency medical services providers throughout the 19 volunteer departments. This position reports to the MCFRA Executive Director.

### **Basic Position Responsibilities:**

- Recruit volunteers to meet the needs of the 19 local volunteer fire and rescue departments;
- Staff recruiting station and schedule volunteer staffing for recruiting station;
- Identify potential sources of volunteers and implement strategies to reach all communities;
- Actively schedule and conduct recruitment presentations in schools, and community groups;

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- Continually update and enhance recruitment presentations and materials;
- Update and enhance the JoinFireRescue.com and social media channels to serve as a resource for program participants and to communicate with the public for review and approval;
- Draft and disseminate press releases and public service announcements to support recruitment efforts and visibility;
- Help to design and produce events that will elevate the volunteers' profile in the community;
- Manage Volunteer Basic Orientation Course (VBOC) for new recruits including coordination, planning and instructing;
- Conduct regular follow-ups with applicants, members, LFRDs, and County government;
- Recruit, train, and manage student and community interns at recruiting station.
- Prepare quarterly SAFER reports, statistics, and data for inclusion in federally required reports.
- Maintain records and prepare monthly reports for MCVFRA Board and membership;
- Attend monthly MCVFRA and Board meetings as needed;
- Plan, prepare, and chair bi-monthly MCVFRA recruitment committee meetings;
- Manage MC Agricultural Fair booth each summer;
- Schedule, prepare, and staff school events – approximately 20 each year;
- Update, review, and know PIMS, SAMS, and other County maintained data systems;
- Other duties as assigned.

#### **Minimum Qualifications:**

- Recruitment and retention employment with substantiated experience and Minimum of Associate's or higher degree in social service, sales/ marketing, business or related field or equivalent experience. Consideration will be given to those who have over 90 credit hours and are currently taking courses with completions of a degree within 12 months of employment;
- Fire, rescue, and EMS – certified and experienced emergency provider preferred;
- Competency with computer hardware, computer software, telephones, cameras, video recording equipment, and equipment typical to office and classroom environments.
- Ability to work independently and possess strong time management skills;
- Experience working with volunteers in an urban environment.
- Experience and knowledge in the volunteer fire-rescue service.
- Must be at least 18 years of age.
- Must possess competency with website management, social networking, and database management.
- Must have a clean criminal history.
- Must have a valid driver's license
- Be willing to commute regularly throughout Montgomery County.
- Strong writing and oral communication skills.
- Proficiency in basic office software (e.g., Word, Excel, PowerPoint) and basic database skills.

## **Additional Desired Qualifications**

- Previous work experience in recruitment, sales, marketing, or communications.
- Recruitment and retention employment with substantiated experience and successes in effective volunteer recruitment and retention activities highly desirable.
- Comfort and ability in speaking to small and large diverse audiences of differing ages.
- Experience in document layout and design, and web editing, and/or willingness to learn.
- Ability to organize information graphically for presentations and publications.
- Strong information and resource gathering skills.
- Event planning experience is desired, but not essential.
- Media relations experience is desired, but not essential.
- Experience networking with organizations in business and community.
- Ability to work under stressful situations.
- Work within established deadlines.

Volunteer Recruitment and Retention Coordinator (VRRRC) position is an at will position within the MCVFRA which dictates that the employment and compensation for this position may be terminated at any time.

### **Salary:**

The Volunteer Recruitment and Retention Coordinator (VRRRC) will be paid in accordance with the grant management package. The starting salary is commensurate with experience.

### **Schedule:**

This position requires nights, weekends and holidays and is based on the needs of the project and will be agreed upon by the President of the MCVFRA and successful applicant. The schedule can be flexible but must coincide with the needs of the grant and recruitment needs of our departments without delays. Worksite is located at 230 N. Washington Street, Rockville, MD as well as remote work from home. Travel throughout Montgomery County, Maryland.

### **The Selection Process:**

To apply, submit a cover letter and resume to the address listed below. All materials must be submitted by **5:00 PM on Monday, January 9, 2023**

**Further details can be found at [www.mcvfra.org](http://www.mcvfra.org). Please return cover letter and resume to:**

Executive Director Eric N. Bernard at [ebarnard@mcvfra.org](mailto:ebarnard@mcvfra.org) subject: VRRRC Application/Resume

All inquiries please refer to web address [www.mcvfra.org](http://www.mcvfra.org)