



Lookingglass Rural Fire District
7173 Lookingglass Road
Roseburg, OR 97471

Job Opening:	Recruitment & Retention Coordinator, Training and Administration Officer of Volunteer Firefighters
Location:	Lookingglass, Oregon
Work Hours:	40 hours per week , Flexible including some nights and weekends
Beginning Wage:	\$22 - \$25 per hour Depending on Qualifications and Benefits Annual salary range of \$46,000-\$52,000
Employee Benefits:	Oregon PERS. One paid week vacation per year.
Dates:	Applications due before 5 pm December 8, 2023 Assessment Interviews December 14-15, 2023 Start Work Estimated January 8, 2024
Job Duration:	Potentially through June 30, 2027 unless grant funds expire earlier or period of performance is extended.
Grant-Funded Position:	This is a temporary full-time position funded by a FEMA SAFER Grant, ending approximately June 30, 2027. It is intended to improve Lookingglass Fire District's volunteer Firefighter staffing and deployment capabilities.
Probationary Period:	12 months
Supervision Received:	Works under the general guidance and direction of the Fire Chief and/or Assistant Fire Chief.
Primary Duties:	Plan, coordinate, and implement recruitment of, and training of volunteer Firefighters. Improve volunteer retention. Perform administrative duties for the fire district.

The Recruitment & Retention Coordinator, Training and Administrative Officer of Volunteer Firefighters position is an "at will" position within the Fire District, which dictates that the employment and compensation for this position may be terminated at any time.

Minimum Qualifications:

- High School Diploma, GED, or equivalent.
- Ability to read, write, and speak the English language.
- Age 21 or older at time of hire.
- Possess, or be able to obtain by time of hire, a valid Oregon State Driver's License without suspension or revocation in any state.
- Safe driving record on file with the DMV.
- Current CPR card for BLS Provider, or ability to obtain.
- No felony convictions or disqualifying criminal history.
- Ability to meet the strenuous physical demands of a Firefighter/EMT.
- Ability to meet the requirements of the District's Policies, Standard Operating Procedures, and Standard Operating Guidelines, including those pertaining to substance abuse.

Required Special Qualifications:

- CPR/First Aid BLS Instructor with American Heart Association, or ability to obtain.
- NFPA or DPSST Firefighter I and II certifications
- 5 or more years of experience as a career or volunteer Firefighter
- DPSST Fire Instructor I and II certifications.
- Experience teaching adults.
- NFPA or DPSST Fire Apparatus Driver/Operator certifications: Driver – Wildland – Pump.
- DPSST Wildland Fire Fighter Type 2 (FFT2) and Fire Fighter Type 1 (FFT1), and Engine Boss, Single Resource (ENGB), or ability to obtain within 1 year of hire.
- Oregon EMR or EMT License, or ability to obtain within 1 year of hire.
- Ability to work Thursday's 1pm-9pm, and daytime hours Monday through Friday.
- Be available some evenings and weekends to give presentations and to recruit at community events, at club and church meetings, District Board of Directors meetings, and to provide Firefighter training (maintaining a 40 hour per week).

Additional Desired Qualifications:

- DPSST Live Fire Instructor, and Live Fire Instructor in Charge, or ability to obtain within 1 year of hire.
- NFPA or DPSST Fire Apparatus Driver/Operator certifications: Water Supply.
- DPSST Wildland Strike Team Leader (STEN) and Task Force Leader (TFLD)
- NFPA Technical Rescue: Common Passenger Vehicle Rescue – Operations and Technical Level(s)
- Associate Degree.

Knowledge, Skills, & Abilities:

- Experience with volunteer and/or combination departments.
- Experience in public speaking and presentations.

- Experience in effective volunteer recruitment and retention activities.
- Experience in marketing or sales, including planning and implementing a marketing program.
- Computer skills including familiarity with Microsoft Office, social media, and WEB pages.
- Recognize and support the role of the volunteer fire service in providing emergency services to rural communities.
- Have experience working with volunteer Firefighters.
- Be an enthusiastic and engaging speaker and instructor.
- Be able to communicate effectively both orally and in writing.
- Be willing to research and implement creative ways to recruit volunteers.
- Be enthusiastic about performing outreach to community members.
- Have the ability to prepare informative and dynamic presentations, and willing to learn ways to improve presentations.
- Have a working knowledge of modern fire suppression and emergency medical service principles, procedures, techniques and their application.
- Have the experience and ability to act effectively and provide leadership during training, and in emergency and stressful situations.

Primary Duties and Responsibilities:

- Plan, coordinate, and implement the district's volunteer recruitment and retention programs.
- Develop effective recruitment presentations, materials, equipment, and displays.
- Research new programs and opportunities for volunteer recruitment.
- Speak and give recruitment presentations to large and small groups.
- Plan and implement a method to measure progress made in recruiting and retaining volunteers.
- Evaluate recruitment and retention program effectiveness and work with the Fire Chief to develop strategies to provide continuous improvement.
- Develop and provide monthly and semi annual reports to the Fire Chief regarding opportunities for community outreach, new volunteers recruited, and training status of new recruits.
- Plan, coordinate, implement, and track training of *new* and current volunteers to ensure Firefighter, EMS, Apparatus Operator, and Driver training is received in a timely manner.
- Develop and facilitate the Volunteer Mentoring program.
- Establish and maintain effective working relationships with Lookingglass Fire volunteers, other agencies, the local high school and community college, and the general public.
- Work as the Department Training Officer to develop and implement a volunteer Firefighter training program(s). Planning, coordinating, and implementing Firefighter 1 academies, extrication and rope rescue classes, and burn-to-learns (Live Fire).
- Develop lesson plans, PowerPoint presentations, and other materials for Firefighter drills and academy classes, as needed.
- Assign and assist with weekly EMS, fire (structural and wildland), rescue, and hazardous materials drills.
- Coordinate and Command fire district personnel in providing firefighting (structural, vehicle, and wildland) and emergency medical services.
- Evaluate, Mentor and Critique volunteer Firefighters personnel performance on their progress in training programs and their performance while responding to emergency calls. Notice skills needing improvement, and implement additional training as needed to improve quality of Emergency services.

- Receive applications: by 5 pm December 8, 2023
- LRFD review qualifications, knowledge, skills, and experience December 9-11
- Interview and assess most qualified applicants: December 14-15, 2023
- Background and DMV checks
- Final selection, notification December 20, 2023
- Start Work: Estimated **Jan 8, 2024**

This will fill one available position. Position open until filled.

The Lookingglass Rural Fire District assures fair treatment of applicants and employees in all aspects of personnel administration without regard to political affiliation, race, color, national origin, age, sex, religious affiliation, marital status, disability, veteran status, sexual orientation, or genetic information or any other protected class under State and/or Federal law and with proper regard for their privacy and constitutional rights as citizens.

About Lookingglass Rural Fire District (LRFD): What is the Lookingglass Volunteer Fire Department?

The Lookingglass Rural Fire District is a property tax supported all volunteer fire department located in a rural area 8 miles west of Roseburg, Oregon. The Department consists of one fire station staffed by 15 volunteer firefighters and governed by 5 volunteer elected Board Members.

Our firefighting fleet includes one 2007 Type 1 pumper, one 2011 3,000-gallon water tender, two wildland/brush trucks (1986 and 2016), one light rescue/medical vehicle, and two repurposed utility/safety units. There is also a 1979 water tender in reserve, and 1992 Type 1 pumper in reserve and counted as part of our ISO PPC rating. The district protects approximately 70 square miles, including a small rural township, ranches, farms, forest, and a large urban interface area. We are also initial responders to approximately 90 more sq. miles of wildland/timber through a mutual aid contract with the local Forest Protective Agency. Risk factors for our jurisdiction include two underground high pressure intrastate natural gas pipelines and facilities, electrical transmission lines and substations for two utility companies, a regional elementary school, and residences spread out over a large area of wildland and forest.

Our population of 3200+ includes retirees, ranchers, farmers, loggers and an increasing number of younger families with children seeking the rural lifestyle and its' benefits. Many retirees are drawn by the nearby VA hospital. Commercial farming is starting to impact the area, with numerous vineyards, hemp and medical cannabis operations, and a large blueberry farm. Much of the District remains in pasture for cattle and hay production, and timber continues to be harvested and replanted.

The LRFD is PPC rated 4/10 as a result of a recent ISO upgrading recognizing our volunteer response, our training programs, our vehicle maintenance and testing, and our ability to supply large quantities of water without a hydrant system. Our vehicles are maintained to NFPA 1911 standards by certified Emergency Vehicle Technicians. The LRFD has written mutual aid contracts with all Douglas County Fire Departments, and automatic aid agreements with our closest neighboring Districts. These agreements allow us to support our regional fire departments, while receiving help in the form of fire engines and wildland equipment when requested.

LRFD revenue comes primarily from property taxes collected from our District residents. The tax rate is limited by Oregon law, and at .5077/\$1000 is the lowest overall rate in Douglas County, raising approximately \$80,000 per year. Through the Oregon budget process and tight fiscal management, our District budget sustains the maintenance and testing of vehicles and equipment, daily operations, materials and services, and most purchases of PPE. Vehicle replacement and capital projects such as SCBAs are unfunded, and any large purchases come from continuing State and Federal grant applications.

The LRFD is proud of our commitment to training and safety for our firefighters. Our protective gear is NFPA compliant and less than 10 years old. Our vehicles and equipment are maintained to, and purchases are based on, NFPA and Oregon OSHA standards. We train to NFPA 1001 and 1002 standard with in house certified instructors. As an all-volunteer fire department in a rural area with limited funding, our District continues to safely provide fire protection for the life, property, and environment of our region. We also provide BLS level medical response, NWCG based wildland response, awareness and operational level HazMat and technical rescue response, and public assistance to our residents as needed.