



LISBON VOLUNTEER FIRE COMPANY, INC.

P.O. Box 40 □ 16104 Frederick Rd □ Lisbon, MD 21765 □ lisbonvfc.org

Title: Recruitment and Retention Coordinator

Location: Lisbon, MD

Duration: Part-time, Grant Funded

Salary: \$23 an hour, contractual, no benefits

Background:

The Lisbon Volunteer Fire Company is in western Howard County at the intersection of Routes 94 (Woodbine Road) and 144 (Frederick Road.)

Today our community is served by a group of volunteers operating 3 engines, 2 brush trucks, 2 ambulances, 3 utilities, 1 tanker, and 2 command vehicles along with an ATV out of a single station that protects 43 square miles. This team is augmented by six paid firefighters placed at our station by Howard County and paid by the county government.

Those firefighters' staff an engine and ambulance 24/7. These firefighters work alongside our volunteers to serve a heavily residential district fueled by commuter traffic out of metro Baltimore. We respond to roughly 1,100 calls per year.

Position Summary:

The Lisbon Volunteer Fire Company is seeking a motivated individual to assist in developing and maintaining an effective volunteer firefighter and emergency medical technician recruitment and retention program. This position will be responsible for the following:

- Research and studies the latest techniques for recruiting and retaining volunteer firefighters and ways to improve efficiency and effectiveness.



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- Works with social, civic, and local organizations to develop partnerships, where appropriate, to assist with retention and recruitment of volunteers.
- Performs activities by analyzing periodic checks of statistics and performance metrics of the volunteer personnel.
- Acts as a liaison/point of contact for volunteers during their probationary year.
- Maintain and report all necessary metrics to any applicable government entities for the life of the grant.

Skills needed:

- The successful candidate should have excellent time management skills and manage multiple time sensitive projects.
- The successful candidate should be computer savvy and have knowledge of Microsoft Office Suite Products.
- The successful candidate should be familiar with multiple social media platforms as they pertain to recruitment and public interaction, such as Facebook, Instagram, and Twitter.
- The successful candidate should be a self-driven, motivated individual with the ability to work with minimal direct supervision.
- Associate's degree from two-year College or three years of office experience including records management practices and principals may be preferred.
- Experience and credentialing in firefighting operations is preferred or equivalent combination of education and experience.



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Must pass a pre-employment drug screening and background check. The hourly rate of pay is \$23 an hour for approximately 21-27 hours per week. Hours vary depending on the departmental needs of the position.

Hiring process:

1. Applications received.
2. Background check.
3. Interview.
4. Conditional Offer.
5. Drug test.
6. Final offer.
7. Department physical (if applicable.)

Application close: This position is open until filled.

Interested individuals should send a letter of intent and resume as well as all related certifications to RRCoordinator@LisbonVFC.org

Time frame: The position will start as soon as funds become available from the FEMA SAFER 2022 grant and will continue for 4 years after the funds are awarded or until funds run out, whichever comes first.

Questions? Contact RRCoordinator@LisbonVFC.org