



EMPLOYMENT OPPORTUNITY VOLUNTEER RECRUITMENT AND RETENTION COORDINATOR

Rank: Coordinator **Reports To:** Chief or designee **F.L.S.A. Status:** Non-Exempt **Bargaining Unit:** NA
Salary: Starting rate \$24.00 per hour - \$4,159. **Work Shift:** flex schedule 40 hours per week
Benefits: employee medical is provided + \$5,000. toward annual dependent medical, PERS retirement
(Opportunity for “performance based” salary & benefit enrichments annually)

Required Employment Qualifications.

- Must be citizen of the United States, or eligible to hold employment in the United States.
- Must be able to read, write and speak effectively in English.
- Valid driver's license that meets requirements of RFA and Insurance Carrier.
- High School Graduate/GED or equivalent.
- Must pass pre-employment background checks.

Desired qualifications

- AA/AS in human resources or related field
- Demonstrated ability to develop, implement, manage and evaluate programs involving a wide variety of stakeholders and interests.
- Previous experience in advertising for and or recruitment of personnel.
- Experience as a volunteer. Experience with public safety - emergency services.
- Knowledge of local area including demographics and resources that may be helpful in achieving defined goals of the volunteer programs.
- Bilingual for interaction with Spanish speaking population.

How to Apply:

Apply by submitting a letter of interest, employment application, resume, and applicable diplomas or certificates, to the RFA Board Secretary at 1818 Harrison Avenue, Centralia, WA 98531. **Applications must be received in the office by October 12, 2021, 5:00 PM.** The application form and other documents can be found on our website at www.riversidefire.net and click on Employment link. For additional information contact Stephanie Slorey, at 360-736-3975 or at sslorey@riversidefire.net. Any application submitted without all items on the Application Packet Checklist, will not move forward in the hiring process. Late applications will not be accepted

REQUIRED APPLICATION PACKET CHECKLIST

- Cover letter with original signature (will be graded)
- Completed RFA employment application with original signature (will be graded)
- Resume (will be graded)
- Copy of diplomas or applicable certifications.
- Copy of current driver's license.

Military Preference:

Military preference credit will be awarded in accordance with RCW 41.04. Applicants claiming military preference must attach evidence of their military service (Form DD214 or discharge orders).

The Authority is an equal opportunity employer and is committed to providing equal opportunity and access regardless of race, religion, creed, color, national origin, age, sex, sexual orientation, disabled veteran status, veteran status, physical, mental or sensory disability. Women, minorities, veterans, and persons with disabilities are encouraged to apply. The Authority will provide reasonable accommodation for persons with disabilities during the selection process, if requested. Please notify the Authority of the accommodation needed, preferably at the time of applying. Only United States citizens and aliens lawfully authorized to work in the United States are eligible for employment. All new employees will be required to complete and sign an Employment Eligibility Verification form and present documentation verifying identity and employment eligibility.