



# *Arlington Fire District*

11 Burnett Boulevard  
Poughkeepsie, NY 12603  
www.afd.org

Business: (845) 486-6300  
Fax: (845) 486-6322

**For Emergencies**  
***DIAL 911***

*“Safeguarding Our Community”*

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The Arlington Fire District is seeking resumes for the position of “Volunteer Recruitment Coordinator”.

Interested candidates, please send a letter of interest and your resume to the attention of District Secretary Renee O’Neill to the above address or via email to [roneill@afd.org](mailto:roneill@afd.org) no later than March 2, 2018. Letters of interest and resumes will be accepted until 4:00 p.m. on that day.

## Responsibilities: Volunteer Recruitment Coordinator

- Review the current application process, making recommendations to the Chief and four (4) Fire Companies for improvements that will enhance and/or streamline the process.
- Establish a system with each of the Fire Companies to:
  - process applications at the company level in a timely manner.
  - ensure the Fire District has a copy of the application as soon as possible so that it can be entered into the system and appropriate files can be prepared.
- Conduct meetings no less than quarterly with Fire Company representatives or others to assess problems and make recommendations to the Chief and four (4) Fire Companies for corrective action as necessary.
- Plan and conduct informational sessions, open houses, recruitment drives, High School visits, etc. for the purpose of attracting and recruiting new applicants.
- Prepare materials (written and otherwise) for the recruitment of new members.
- Process new applications including data entry, make initial contact with new applicants explaining the application process and conducting follow up as they proceed through the system. Provide a point of contact for applicants as their paperwork moves through the system.
- Make recommendations to the Chief regarding applicants up for approval by the Board of Fire Commissioners.
- Develop and maintain statistical information regarding conducted recruitment programs and results, applications processed and results. Report data to Chief as directed.
- Once an applicant has been accepted and completed his/her processing through the system and is cleared to attend Orientation, the new member will be turned over to the Training

Bureau for scheduling and attendance of the Orientation Program.

- Conduct exit interviews with volunteers who leave the Fire District to determine why they are leaving and work toward reducing the number of those leaving.

Compensation:

- Will be paid at the hourly rate of \$15.00/hr.
- May set own hours based on the needs of the position and the volunteer recruits; however may not exceed 10 hours per month. If 10 hours are not used in one month, may accrue hours for the following month if a special event is planned.
- Invoices along with a signed voucher must be submitted monthly to the Fire District itemizing work performed and hours worked.
- No other benefits or compensation is provided.