



**FIRE DEPARTMENT**  
**13 South Avenue**  
**Beacon, New York 12508**

## **Recruitment and Retention Coordinator Agreement**

**Purpose:** To develop, implement, maintain, and evaluate a comprehensive recruitment and retention program to attract, train, and retain qualified volunteers.

“The Volunteer Recruitment and Retention Coordinator”, who will work part-time up to (20 hours per week), will have a goal of recruiting and retaining nine qualified volunteers within two years. The Recruitment and Retention Coordinator will work closely with the Fire Chief. The coordinator work schedule will include work days, weekends, evenings, as scheduled with the Fire Chief. The Coordinator will conduct outreach to church groups, civic organizations, city employees, as well as host open houses and establish recruitment tables at special events at local colleges, Beacon High School, fire prevention events, parades, etc. The Coordinator will develop and deploy a LED electronic sign at the main fire station dedicated to recruitment and retention; recruitment video and brochure; radio, cable TV, and newspaper advertising; direct mailings; posters; BFD website and social media. The Coordinator will target marketing toward high school and college students, including women, veterans, and minority groups. The Coordinator will coordinate incentives for these new recruits, including tuition assistance and stipends for books and lab fees; turnout gear and SCBA mask and face piece for those who complete Firefighter 1 certification. The Coordinator will promote the completion of training programs and drills for new volunteers by coordinating coaching and mentorship assistance from existing BFD members. The coordinator will provide information about the SAFER-funded FASNY Tuition Reimbursement Program. The coordinator will be responsible for evaluating the effectiveness of our various incentive programs and marketing efforts.

The Volunteer Coordinator will be paid at an amount of \$18.00 per hour for an average of 20 hours per week for a maximum of \$18,000 in Year 1. Year 2 will include a three percent increase to \$18.54 per hour for a maximum of \$18,540. This position is a contractor’s position and therefore the City will not be withholding employment taxes. As such, the contractor will be issued a 1099 at year end and will be responsible for all applicable taxes.

Coordinator \_\_\_\_\_

Date signed \_\_\_\_\_

Fire Chief \_\_\_\_\_

Date signed \_\_\_\_\_