



## TOWNSHIP OF CENTRAL FRONTENAC

### JOB DESCRIPTION – JANUARY 2018

**POSITION:** RECRUITMENT COORDINATOR

**DEPARTMENT:** FIRE & RESCUE

**REPORTS TO:** MANAGER EMERGENCY SERVICES FIRE CHIEF

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#### **PURPOSE OF THE POSITION:**

Reporting directly to the Manager Emergency Services Fire Chief (Fire Chief), the Recruitment Coordinator is an integral part of Central Frontenac Fire & Rescue (CFFR) recruitment and retention program, as such he/she will be responsible for coordinating all aspects of the program and assist the Fire Chief with ensuring program meets the requirements of CFFR.

#### **RESPONSIBILITIES:**

Regular duties include but are not limited to the following:

- Assist the Fire Chief to ensure the recruitment and retention program meets the requirements of CFFR
- Develop and implement innovative and traditional recruitment ideas
- Submit written reports on any deficiencies with the recruitment and retention program
- Track effectiveness of the recruitment and retention program;
- Evaluate recruitment and retention program and make recommendations as required

#### **SUPERVISION RECEIVED**

- Receives support and direction from the Fire Chief

#### **COORDINATION EXERCISED**

- Coordinate activities with CFFR personnel, public groups and other organizations

#### **EDUCATION/QUALIFICATIONS**

##### **General**

- Grade 12 education or equivalent secondary education as established by the Ontario Ministry of Education;
- Member of Central Frontenac Fire & Rescue;
- 5 years' experience in fire suppression;
- Proficiency with Microsoft Office Suite;
- Must be willing and able to wear all required uniform clothing and/or personal protective equipment as assigned/required;

##### **Interpersonal Skills/Contacts**

- Excellent verbal and written communication skills;

- Ability to handle matter of a confidential or politically sensitive nature, and to maintain confidentiality;
- Excellent interpersonal skills including the ability to work effectively in a team environment and establish strong professional relationships with external stakeholders;
- Ability to be a team player;

#### **Internal**

- Work with Fire & Rescue personnel.

#### **External**

- Work with public groups and other organizations

#### **Other Duties**

- Undertake other duties and responsibilities falling within his/her competency that may from time to time be assigned.

#### **WORK ENVIRONMENT**

- Office environment.
- Respond and work in all types of weather and less than ideal conditions. He/she could have to enter hazardous atmospheres and areas and will be expected to work in a safe manner.

Approved By: \_\_\_\_\_  
Manager Emergency Services Fire Chief