

Contract Position: Recruitment and Retention Instructor (RRI)

About the IAFC: The mission of the IAFC is to lead, educate, and serve current and future fire and emergency services officers. In order to support this mission, IAFC manages a number of programs that directly impact our members' roles as leaders. This is achieved by providing tools and resources that fortify response, support education and prevention, enhance training and strengthen efforts to improve responder health and safety.

Contractor Summary: This will be a year-to-year contract position, with no permanency with the IAFC. The contractor will instruct a 2-day course on recruitment and retention for volunteer fire departments. Students for this course are interested in in-depth instruction in the tools, techniques, and skills necessary to effectively bring in and keep volunteer firefighters. This training will be a follow up to a pre-requisite, online course on the same topic. Duties include but are not limited to:

- Take a train-the-trainer course conducted by the IAFC in February 2019
- Deliver course material in a classroom setting
- Operate contemporary audio/visual equipment
- Supervise adult education
- Effectively conduct training in multiple formats (oral, audio/video presentations, practical applications, role-playing scenarios, testing, etc.)
- Administer and submit course paperwork and documentation
- Represent the IAFC and its values

Contractor Requirements:

- Must have prior instructor experience
- Significant experience in recruitment and retention in volunteer fire departments
- Possess excellent interpersonal skills with the ability to communicate effectively
- Proficiency in computer skills, Microsoft Office (Windows, Excel, Outlook, and PowerPoint), with the ability to learn new applications as required
- Ability to engage students in course curriculum
- A/V equipment knowledge
- Able to provide constructive feedback to continually improve the program
- Able to travel nationwide

Preferred:

- Bachelor's Degree
- 5 years of instruction experience
- 10 years' experience in recruitment and retention in volunteer fire departments

Additional Information:

- A cadre of around six instructors will be hired.
 - At least 2 instructors will teach per class
- The first class is anticipated to start in February 2019

- There will be 5-10 classes in 2019 (dependent on budget)
- For 2020, there will be 2-4 classes estimated

Compensation: Contractors will receive \$40 per hour to include preparation, classroom, administration, and travel time. Instructors will be reimbursed for travel expenses to include flights, hotel charges, parking, and food upon the submission of an IAFC expense report and applicable receipts. All travel funding will be in accordance with IAFC policy.

Submission: Please send your cover letter and resume to Spencer Cheatham at scheatham@iafc.org. Incomplete submissions will not be considered. All submissions should be in by August 31st.

Questions: Please send any questions regarding the position or the process to Spencer Cheatham at scheatham@iafc.org.