



City of Ludlow Fire Department

Michael D. Steward
Fire Chief

P.O Box 16188 234 Oak Street
Ludlow, Kentucky, 41016

Recruitment/Retention Coordinator

The Ludlow Fire Department is accepting applications for the position of full-time Recruitment/Retention Coordinator. This is a full-time forty hour per week position responsible for the coordination and direction of the department's recruitment and retention programs including the Junior Firefighter Program, Volunteer recruitment and retention, management of the department's high school intern program, and the department's Scholarship/Intern Program.

Requirements:

- Valid Driver's License
- Kentucky Certified EMT or Paramedic
- Kentucky Certified Firefighter (400 Hour Level or Basic II) IFSAC FF I/II Preferred
- Kentucky Certified Level I Fire Instructor

All Certifications Must Be Maintained to Keep Employment

Minimum Responsibilities & Duties

- Develops plans and programs to recruit and retain volunteer firefighters for the listed programs:
 - Junior Firefighter Program
 - Adult Volunteer Fire and EMS Volunteers
 - Scholarship/Internship firefighters and EMS personnel enrolled in college.
- Develop training opportunities to enhance skills and knowledge to retain volunteer service.
- Coordinates complex programs, utilizing highly developed project management.
- Oversees management of the department's SAFER grant process.

Pay Scale:

- Salary Range is \$20 to \$25 per hour.

All applicants must complete a City of Ludlow application form. Applications may be obtained Monday through Friday 8:00 a.m. to 4:00 p.m. at the Ludlow City Building located at 51 Elm Street, Ludlow KY 41016, or the Ludlow Fire Department located at 234 Oak Street Ludlow, KY 41016. Qualified candidates must complete a valid background check, drug test, and an NFPA 1582 physical. For additional details contact Fire Chief Michael Steward at 859-581-8600 or msteward@ludlow.org

Applications are due by 4:00 p.m. on October 6, 2023.