

JOB DESCRIPTION

POSITION: Junior FireSmart Coordinator

CLASSIFICATION: Exempt Seasonal Part-Time

REPORTS TO: FireSmart Coordinator

POSITION SUMMARY

The District of 100 Mile House is seeking an enthusiastic people-oriented individual to fill the position of Junior FireSmart Coordinator. This position is intended for a secondary-school student or recent graduates (ages 16-20) interested in learning about wildfire mitigation, preparedness, and community outreach and resilience. The Jr. FireSmart Coordinator will assist the FireSmart Coordinator in a wide range of activities including engaging with community members, social media content creation, supporting outreach events, and participating in wildfire mitigation activities.

Job Duties

- Help maintain records of FireSmart activities, outreach efforts, and community engagement.
- Assist with organizing and attending FireSmart events such as community information sessions, farmer's markets, and workshops.
- Support distribution of FireSmart educational materials at community centres, in community, and at public events.
- Help deliver FireSmart presentations to youth groups, the public, and community organizations.
- Help implement small-scale FireSmart mitigation projects such as clearing brush, moving firewood, and maintaining defensible space
- Support social media and digital outreach by sharing FireSmart messages and updates.
- Assist with preparing reports, newsletters, and promotional materials related to FireSmart initiatives.
- Reporting on Jr. FireSmart Coordinator role.

NOTE: The duties and responsibilities listed above are not set forth for the purpose of limiting the assignment of work and are not to be construed as a complete list of duties normally or temporarily to be performed.

Skills and Abilities

- Enthusiastic about wildfire prevention and mitigation and community safety.
- Strong communication skills and willingness to engage with the public.
- Ability to work well as part of a team and take direction from mentors.
- Interest in emergency management, forestry, firefighting, or environmental sciences.
- Knowledge of Microsoft office suite of programs (Word, Excel, PowerPoint).
- Knowledge of social media platforms.
- Knowledge of FireSmart.
- Experience volunteering or working in community-based programs.
- Comfortable with outdoor physical activities such as light manual labor (e.g., clearing brush, moving debris).
- Must be comfortable to appear in pictures or videos promoting FireSmart and the Junior FireSmart Coordinator Program.

Work Details

- 35 hours per week, with some evening and weekend work required for events.
- 7 weeks, July 2-11, July 28 - August 29.
- \$22 per hour.
- Will complete FireSmart 101 online course in the course of work.
- Will complete Wildfire Risk Reduction online course in the course of work.
- Will complete Local FireSmart Representative Training Course in the course of work.
- Outdoor work in various weather conditions may be required.
- Must have transportation to 100 Mile House Fire Rescue hall.

How to Apply

- Interested applicants should submit a short cover letter and resume to FireSmart Coordinator Ryan Dugaro firesmart@100milehouse.com by May 23, 2025, 3:30pm.

