



District of 100 Mile House

385 Birch Avenue, P.O. Box 340, 100 Mile House, British Columbia Canada V0K 2E0
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JOB DESCRIPTION

POSITION:	FireSmart Coordinator
CLASSIFICATION:	Temporary
REPORTS TO:	Fire Chief

POSITION SUMMARY

The FireSmart Coordinator provides the facilitation and delivery of wildfire preparedness, prevention and mitigation through public education, assessments and mitigation work to reduce community risk from wildfires. The FireSmart Coordinator will ensure that the FireSmart activities are supported, developed and implemented in accordance with Provincial guidelines and the direction, procedures and policy provided by the District of 100 Mile House.

JOB DUTIES

- Act as the primary contact for the FireSmart program within the District of 100 Mile House.
- Create and deliver informative presentations, workshops and seminars to individuals, groups and organizations to convey the principles of fire mitigation and preparedness.
- Attend conferences, wildfire preparedness days, community events, etc. to engage with the public and distribute information regarding the FireSmart principals and emergency preparedness.
- Provide FireSmart recommendations to homeowners to reduce the wildfire hazards on their properties by conducting door-to-door visits and group presentations.
- Create a FireSmart Committee with other BC FireSmart member agencies within the District of 100 Mile House and host monthly meetings.
- Establish and maintain social media presence for the distribution of FireSmart information.
- Attend training or workshops related to FireSmart and Emergency Preparedness.
- Act as project lead for Community Wildfire Resiliency Plan (CWRP) development and liaison between the community and consultants.

- Oversee the design and implementation of the FireSmart recommendations in the CWRP.
- Recruit, supervise and coordinate and provide training for FireSmart personnel.
- Seeks and administer new FireSmart grant opportunities.
- Responsible for project/grant funding reporting, monitoring and applications.
- Responsible for financial reporting of day-to-day operational tasks and activities.
- Performs other related duties as required.

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.

The incumbent may encounter information associated with the privacy of individual or that is sensitive in nature; accordingly, confidentiality must be maintained at all times.

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES

- Demonstrated skills in team leadership and development.
- Demonstrated exceptional interpersonal skills and ability to deal tactfully with elected officials, co-workers, community representatives and the public.
- Adaptable, highly organized, and able to exercise independent judgment.
- Strong written and oral communication skills including ability to deliver presentations.
- Experience with public safety education and/or emergency preparedness programs.
- Significant experience working professionally in an office environment, with extensive knowledge of Microsoft Word, Excel and Powerpoint

REQUIRED QUALIFICATIONS

- Completion of Grade 12 or equivalent.
- Two years of related experience, including program facilitation, educational, and contract management experience.
- Knowledge of the FireSmart program.
- Completion of FireSmart 101 and Wildfire Risk Reduction (WRR).
- Experience managing a social media page.
- Completion of cultural sensitivity training.
- Local FireSmart Representative qualification or willingness to attain.
- Valid BC Class 5 Drivers License and a reliable personal vehicle.
- Satisfactory Canada Criminal Record Check