



Job Description

FireSmart Program Coordinator

Regional District of Central Kootenay

TITLE OF IMMEDIATE SUPERVISOR: Disaster Mitigation and Adaptation Senior Advisor

TITLE OF IMMEDIATE SUBORDINATES: Wildfire Mitigation Specialists

DEPARTMENT: Development & Community Sustainability Services

SHIFT / HOURS OF WORK: The regular hours of work for this position are up to 35 hours per week. From time to time, may be required to work a flexible schedule, including evenings, weekends, and holidays to meet community outreach and emergency operations center requirements.

CONDITIONS OF WORK: Regular travel throughout the Regional District of Central Kootenay (RDCK) is a requirement of this position.

SUMMARY OF POSITION:

Reporting to the Disaster Mitigation and Adaptation Senior Advisor, the FireSmart Program Coordinator is responsible for leading the facilitation of the FireSmart related activities within the RDCK. The Coordinator will ensure FireSmart activities are supported, developed and implemented in accordance with Provincial guidelines as well as the direction and policy of the RDCK.

The FireSmart Program Coordinator will take the lead role in delivering regional FireSmart programming, FireSmart outreach, supervise & support the seasonal Wildfire Mitigation Specialists and support the Disaster Mitigation and Adaptation Senior Advisor liaise with program partners, stakeholders, response agencies and the public.

ROLE AND RESPONSIBILITIES:

Duties include, but are not limited to the following:

1. Prepare regionally significant media outreach and advertising for both internal (RDCK, response agencies, partners, etc.) and external entities (the public, associates, interest groups, etc.).
2. Work with the RDCK communications team to update the RDCK website and social media accounts.
3. Organize, plan and participate in events to accomplish the goal of educating the public about the FireSmart principals, practices and materials.
4. Attend tradeshow, wildfire preparedness days, community events, etc. to engage with the public and distribute information regarding the FireSmart principals.
5. Supervise seasonal Wildfire Mitigation Specialists in delivering the FireSmart Canada Neighbourhood Recognition Program (FSCNRP) and the BC FireSmart Wildfire Mitigation Program on a regional basis..
6. Support the Disaster Mitigation and Adaptation Senior Advisor in delivering the FireSmart Wildfire

Mitigation Program, Home Ignition Zone (HIZ) Assessments, rebate and Neighbourhood Recognition Program regionally.

7. Edit and review BC FireSmart Wildfire Mitigation Program Assessments.
8. Assist the Disaster Mitigation and Adaptation Senior Advisor in preparing the annual FireSmart program budget, and with applicable grant application and reporting.
9. Assist the Disaster Mitigation and Adaptation Senior Advisor in the development and implementation of fuel treatment areas.
10. Under direction from the Disaster Mitigation and Adaptation Senior Advisor manage the areas of the FireSmart budget as they apply to the programs delivered by the FireSmart Coordinator.
11. Support the RDCK Emergency Operations Center (EOC) in Nelson or with EOC field-based assignments as requested.
12. Performs other duties as assigned

REQUIRED QUALIFICATIONS AND EXPERIENCE:

- Two-year diploma or experience in Forest Technology, Natural Resource Management, Structural Firefighting, Wildland Firefighting, Emergency Management or FireSmart Coordination
- A minimum of two years of experience in Forestry, Natural Resource Management, Structural Firefighting, Wildland Firefighting, Emergency Management, or FireSmart Coordination, including at least one year of related leadership experience with the ability to supervise and facilitate teams.
- An equivalent combination of education and experience would be considered for this position
- Previous experience delivering education and training in a professional setting
- Ability to effectively deliver educational and outreach materials to a variety of audiences
- Knowledge of Microsoft Office suite and social media application software
- Successful completion of S100 Fire Suppression or SPP-WFF1 course
- Valid Local FireSmart Representative Certificate, Wildfire Mitigation Specialist Certificate or equivalent or willingness to attain
- Valid First Aid training
- Valid Class 5 BC Driver's License and a satisfactory Driver's Abstract
- Satisfactory Criminal Record Check

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES:

- Demonstrated exceptional interpersonal skills and ability to deal tactfully with elected officials, co-workers, community representatives and the public on various matters, including those of a sensitive nature
- Demonstrated written and oral communications skills including exceptional presentation, public speaking and report writing and review.
- Ability to use information technologies (computers, mobile devices, etc.) including familiarity with presentation development tools, education programs, and social media applications
- Physically able to perform the duties of the position, punctual, organized and dependable
- Ability to work and travel alone in rural and remote areas

ACCEPTANCE:

I have read and discussed the expectations for this position. The associated tasks have been explained to me by my direct supervisor and I am prepared to accept these responsibilities.

Employee Name Employee Signature Date

Employer Representative Name Employer Representative Signature Date