

(INSERT LOCATION)

Staff Job Description - FireSmart Coordinator

“Please note these are templates provided by applicants and are not official FireSmart BC job descriptions, they are being shared to assist you in determining how best a FireSmart position can assist your community.”

Job Title: FireSmart Coordinator

Date Prepared:

Department:

Reports to:

Summary of Position:

The FireSmart Coordinator is responsible for the facilitation of FireSmart related activities within the Electoral areas of the *(INSERT LOCATION)*. The position will ensure that the FireSmart activities are supported, developed and implemented in accordance with Provincial guidelines and the direction and policy provided by the *(INSERT RESPONSIBILITY LOCATION)*.

FireSmart Coordinator Responsibilities:

The duties include, but are not limited to the following:

1. Organize, plan and participate in events to accomplish the goal of educating the public about the FireSmart principals
2. Provide FireSmart recommendations to homeowners to reduce the wildfire hazards on their properties by conducting site visits
3. Facilitate FireSmart 101 sessions throughout *(INSERT AREA)*
4. Attend tradeshow, wildfire preparedness days, community events, etc. to engage with the public and distribute information regarding the FireSmart principals
5. Create a FireSmart working group within the *(INSERT LOCATION)* and host monthly conference calls
6. Represent the *(RESPONSIBILITY NAME)* at various public events
7. Attend training or workshops related to FireSmart
8. Working and traveling in rural and remote areas
9. Performs other duties as assigned

Required Qualifications:

- Some knowledge of fire prevention, FireSmart and emergency preparedness programs
- Some knowledge of fire and public safety education, fire service operation, and emergency management
- Ability to effectively deliver educational and outreach materials to a variety of audiences
- Some knowledge of Microsoft and social media application software

Required Knowledge, Skills and Abilities:

- Demonstrates exceptional interpersonal skills and demonstrates ability to deal tactfully with elected officials, co-workers, community representatives and the public on various matters, including those of a sensitive nature
- Demonstrates written and oral communications skills including exceptional presentation and public speaking
- 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

Required Certificates and Licenses:

- Valid BC Class 5 Driver’s License

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Acceptance:

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

Employee Name

Employee Signature

Date

Employer Representative Name

Employer Representative Signature

Date