



<b>Position Title:</b> FireSmart Coordinator	<b>Department:</b> Protective Services
<b>Date:</b> January 2026	<b>Position:</b> Exempt (subject to funding)
<b>Reporting Manager Title:</b> Regional Fire Chief	
<b>Reporting Supervisor Title (if applicable):</b>	

## Position Summary:

Working under the supervision of the Regional Fire Chief or their designate, the FireSmart Coordinator develops and delivers fire mitigation and preparedness outreach programs throughout the Cariboo Regional District. The role is primarily education-focused and involves the creation and delivery of presentations and programs that foster individual, family, and community preparedness actions. This exempt position is based out of Williams Lake and involves extensive travel to rural and remote areas for the purpose of delivering FireSmart educational outreach and emergency awareness programs.

The position requires excellent communication, leadership, and presentation skills, along with sound knowledge of fire and public safety education, emergency management, fire prevention, and emergency preparedness, and a strong passion for public safety.

## Essential Duties and Responsibilities:

### FireSmart Program Coordination & Delivery

- Serve as the primary contact person for the FireSmart Program within the Cariboo Regional District (CRD).
- Create and deliver informative presentations, workshops, and seminars to individuals, groups, and organizations to convey the principles of fire mitigation and preparedness.
- Create and execute programs and campaigns to increase public understanding of FireSmart strategies, encouraging individuals to take action to protect their properties and surroundings.
- Provide FireSmart recommendations to homeowners to reduce wildfire hazards on their properties through door-to-door visits and group presentations.

### Community Outreach & Stakeholder Engagement

- Build and maintain relationships with local stakeholders, agencies, and community leaders to foster a collaborative approach to fire mitigation and preparedness.
- Promote FireSmart program information, activities, and events through CRD social media accounts.

## **Grants, Projects & Financial Support**

- Seek and administer new FireSmart grant opportunities.
- Assist with the FireSmart budget to ensure fiscal accountability.
- Be responsible for project and grant funding reporting, monitoring, and applications.
- Be responsible for financial reporting of day-to-day operational tasks and activities.

## **Other Related Duties**

- Perform other related duties as required.

## **Technical Expertise:**

### **Knowledge**

- Knowledge of fire prevention, wildfire mitigation strategies, FireSmart education, and emergency preparedness programs.
- Knowledge of strategies to effectively deliver educational and outreach materials to a variety of audiences.
- Knowledge of municipal and regional district legislative responsibilities.
- Knowledge of regulations and policies concerning safe practices in field work, including occupational health and safety processes and regulations.
- Knowledge of Microsoft Office and social media application software.
- Knowledge of project/grant funding reporting, monitoring and application experience.

### **Skills**

- **Communication & Presentation:** Create and deliver educational and outreach materials effectively to a wide variety of audiences.
- **Interpersonal Skills:** Demonstrates exceptional interpersonal skills and the ability to deal tactfully with community representatives and the public on sensitive matters.
- **Written & Verbal Communication:** Communicate clearly and effectively through written, oral, presentation, and public speaking skills.
- **Technical Proficiency:** Utilize information technologies including computers, mobile devices, presentation development tools, education programs, and social media applications.
- **Reporting & Documentation:** Prepare reports, memorandums, correspondence of a technical nature, and maintain records and statistical data.

### **Abilities**

- **Public Outreach:** Ability to use social media as an effective tool for public outreach and education.
- **Physical Capacity:** Ability to perform the physical requirements of the position.
- **Reliability:** Ability to demonstrate punctuality, organization, and dependability.

## Education, Experience, and Qualifications Required:

- Degree, Diploma, or Certificate in Forestry, Firefighting, Emergency Management, or a related field with some FireSmart and/or wildfire management behaviour experience.
- **OR** a combination of four (4) years of recent relevant experience, considerable subject matter knowledge, and a proven track record of developing and presenting educational programs to adult learners.
- **OR** a Degree, Diploma, or Certificate in Communications or a closely related field.
- Local FireSmart Representative qualification or willingness to attain it during the term.
- Must maintain a valid Class 5 Driver's Licence.
- Drivers abstract.
- Successful Criminal Record Check.

## Working Conditions:

**Work Environment & Travel:** Extensive travel to rural and remote areas is required.

**Work Schedule:** Flexibility in work hours, including weekends and non-traditional workweek arrangements, may be required.

**Vehicle Requirements:** Required to possess and maintain a personal vehicle with appropriate insurance coverage and a valid driver's licence.

## Core Competencies Required for the Job:

This position requires proficiency in core competencies, as defined by the Cariboo Regional District's Core Competency Framework (refer to Appendix A for detailed descriptions).

## Disclaimer:

*This job description outlines the primary responsibilities and qualifications of the role. Additional tasks and duties may be assigned as needed to support team and organizational objectives.*



## Appendix A – For All Employees

### Core Competency Framework for the Cariboo Regional District:

All employees of the Cariboo Regional District require proficiency in core competencies, as defined by the Cariboo Regional District's Core Competency Framework.

#### Community and Service Orientation

- Dedication to delivering high-quality, accessible services for all communities
- Providing responsive, respectful service that reflects the Cariboo Regional District's values and meets resident needs
- Demonstrating empathy, patience, and commitment to improving the quality of life for residents

#### Clear Communication

- Effectively conveying information to diverse audiences, including public presentations and written reports
- Actively listening to understand community concerns and respond with integrity
- Maintaining transparency in all interactions, ensuring clear, honest communication

#### Team Collaboration and Partnership Building

- Working effectively within and across teams to achieve shared goals
- Fostering cooperative relationships with municipal partners and community organizations
- Respecting and supporting diverse perspectives

#### Problem Solving and Accountability

- Identifying practical solutions to challenges with transparency and fiscal responsibility
- Using data and analysis to make informed, effective decisions
- Taking responsibility for actions and decisions, maintaining integrity and accountability



## Project Management and Organization

- Planning and executing projects with a focus on community impact and resource efficiency
- Managing time and resources effectively, meeting deadlines and maintaining detailed records
- Adapting project plans to accommodate the needs of varied communities and changing priorities

## Adaptability and Responsiveness

- Responding to changing needs and priorities across the Cariboo Regional District with resilience and flexibility
- Embracing continuous learning to stay relevant and effective in a dynamic regional context
- Demonstrating openness to feedback and willingness to improve

## Cultural Sensitivity and Inclusivity

- Respecting and valuing the diversity within the Cariboo Chilcotin, including Indigenous and rural communities
- Fostering inclusivity and cultural awareness in interactions with residents and colleagues
- Demonstrating empathy and understanding for diverse community needs and values

## Health and Safety Awareness

- Promoting a safety-conscious environment for both staff and residents
- Staying informed of relevant health and safety regulations
- Committing to safe practices in various settings, from urban to remote areas

## Environmental Sustainability

- Advocating for environmentally responsible practices in all Cariboo Regional District projects
- Demonstrating commitment to conservation and sustainable use of natural resources
- Supporting initiatives that promote long-term environmental stewardship in the Cariboo Chilcotin



## Emergency Preparedness and Crisis Management

- Coordinating effectively during emergencies, supporting community resilience
- Collaborating with local agencies and Indigenous communities for comprehensive crisis response
- Being prepared for quick, informed action in response to emergencies and natural disasters within the Cariboo Regional District

## Leadership and Integrity

- Leading by example with honesty, ethical behavior, and commitment to the Cariboo Regional District values
- Inspiring and motivating others while fostering a culture of accountability and respect
- Acting as a positive role model, upholding high standards of professional conduct

## Strategic Thinking and Regional Vision

- Aligning actions and goals with the Cariboo Regional District's mission to build vibrant, sustainable communities
- Anticipating future community needs and adapting strategies to address long-term goals
- Understanding broader trends that impact regional development, from social to environmental