



**Date:** June 17, 2008

**Competition: #** 08-72

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**APPLICATIONS ARE INVITED FOR THE FOLLOWING FULL-TIME REGULAR POSITION**

**Position:** Program Coordinator – Fire Fighter Programs

**Academy:** Fire & Safety Division, Maple Ridge Campus

**Reporting to:** Program Director – Maple Ridge

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**JOB SUMMARY**

Based at the Maple Ridge Campus, this position is responsible for the province-wide coordination, delivery and growth of fire fighter training to fire service personnel.

This position is one of a team of coordinators that are based in the Fire & Safety Division providing training based on NFPA and other standards. Although this position is designed to focus on fire departments within the province, responsibilities include interaction with the Fire & Safety Division New Westminster Campus; other academies/divisions; and/or other learning organizations and may cross into other areas including national, international or other training initiatives.

The incumbent will work collaboratively with staff and faculty within the Fire & Safety Division and throughout the JIBC, and with external clients to ensure an integrated and strategic approach to course development, delivery, communications and promotion.

**PRIMARY RESPONSIBILITIES:**

Responsible for:

- Development, coordination and management of the Basic and Fire Fighter Programs throughout the province.
- Providing training, certification and re-certification for fire fighter program evaluators throughout BC.
- Management of contracts in support of program areas of responsibility.
- Coordination and management of the Career Fire Firefighter Pre-employment Certificate Program.
- Coordination and scheduling all First Nation Emergency Services (FNESS) programs.
- Participation in the marketing of fire service, industrial and regional programs offered through the Fire & Safety Division (Maple Ridge campus).
- Training and evaluating students in classroom, evolutions and scenario based environments.
- Participation in the development and delivery of new training programs or standards as required.
- Providing the Fire & Safety Division with necessary documentation to up-date student records.
- Developing and delivering workshops specific to topic requests from fire departments and client groups.
- Assisting client groups to establish custom training programs and procedures.
- Participating in progressive discipline for all students in related programs.
- Providing technical review of training material on an as-needed basis.
- Participating in the annual budgeting process for related programs.
- Participating in the evaluation of instructors and regional evaluations.
- Performing other related duties, as assigned by the Program Director Maple Ridge Campus

**ADDITIONAL RESPONSIBILITIES:**

- Drafting and completion of correspondence;
- Review of program files;
- Completion of evaluation requirements, and
- Other related duties, as assigned.

**QUALIFICATIONS:**

Secondary school graduation, with preference to 2 plus years of post-secondary education in a related discipline; experience in adult education; sound knowledge of the BC post-secondary educational system; proven experience in curriculum development and program management; expertise in the field of fire fighting; or an acceptable combination of education, training and experience. Other preferred qualifications include NFPA 1001 Level II; NFPA 1021 Level III plus NFPA 1041 Level II, progressive training and experience within the fire service to a chief officer position or acceptable equivalents. Strong working knowledge and skills in use of MS Word, Excel, Outlook, and PowerPoint.

Excellent verbal and written communication and presentation skills. Highly effective interpersonal and problem-solving abilities. Strong organizational and planning skills, including the ability to effectively prioritize and multi-task. Ability to establish and maintain effective working relationships internally and externally, including demonstrated ability to establish and maintain a strong collaborative team environment. Ability to remain calm under pressure.

**A moderate amount of travel is required for this position requiring flexibility in working hours.**

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**SALARY RANGE:** \$70,087 - \$77,875 per annum (Fair Comparison Group, Pay Grade P4)

**POSTING DATE:** June 17, 2008

**CLOSING DATE:** July 11, 2008

**START DATE:** ASAP

**Please submit a resume and covering letter quoting Competition #08-72 to:**

**Human Resources**  
Justice Institute of British Columbia  
715 McBride Boulevard  
New Westminster B.C.V3L 5T4

**E-mail:** [hr@jibc.ca](mailto:hr@jibc.ca) (preferred)

**Fax:** (604) 528-5607

**For more information on the terms and conditions of this position, please feel free to contact:**

**Rory Thompson**  
Program Director, Fire & Safety  
Division, Maple Ridge Campus

**Phone:** 604-528-5920

**E-mail:** [rdthompson@jibc.ca](mailto:rdthompson@jibc.ca)

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