



**Date:** July 18, 2023

**Competition:** 23-61

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

**Position:** Lead Instructor, Firefighter Programs (Position #1000325)  
**Division:** Fire & Safety  
**Reporting To:** Program Manager, Fire Fighter Programs

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**Justice Institute of British Columbia:**

The Justice Institute of British Columbia (JIBC) is a public, post-secondary institution that provides education and training to those who'll be there to support British Columbians and others around the world, when a life is at stake or when health, safety or property is in jeopardy. Work for JIBC and be a part of the big picture – supporting justice and public safety professionals at all stages of their careers in fields including law enforcement, firefighting, paramedicine, security and emergency management.

As a JIBC employee you'll play a role in our educational programming, which also includes complementary and related areas of study – from conflict resolution, mediation, leadership and counselling, to cybersecurity, business intelligence, and tactical criminal analysis – as well as applied research in the justice and public safety fields. Join our team and help us prepare JIBC graduates to contribute to safer communities and a more just society.

**Position Summary:**

The Fire & Safety Division at the Justice Institute of British Columbia invites applications for the position of Lead Instructor, Firefighter Programs with primary responsibility for day-to-day classroom instruction and practical training for Firefighter Training Programs and Fire Officer/Fire Prevention Officer. This position works collaboratively with the Program Managers (Firefighter Programs, Fire Officer/Fire Prevention Officer Programs and Business Development), Program Faculty and Staff to ensure consistent delivery of program objectives and proactively address instructional issues.

**Primary Responsibilities:**

**Teaching and Instructional Delivery:**

- Leads and works collaboratively with sessional faculty to deliver the firefighting portions of the Fire Fighting Technologies Certificate (FFTC), Fire Officer/Fire Prevention Officer and any other assigned Fire & Safety Division courses;
- Delivers program instruction within the pre-determined curriculum;
- Leads the delivery of Information Sessions and orientation;
- Orients and mentors new faculty;
- Provides written and verbal feedback to the students;
- Meets with students to review strengths and weaknesses;

- Conducts student evaluations
- Documents student progress for student records;
- Identifies 'at-risk' students and directs them to the appropriate Student Support Services;
- Serves as a primary link between students and Program Managers;
- Manages the delivery schedule for FFTC on a day-to-day basis, and liaises with Sessional Instructors and Contract Instructors, in this regard;
- Participates in FSD meetings as required;
- Collaborates with Program Assistants ensuring required instructional resources and supplies.

#### **Curriculum Development:**

- Participates as a Subject Matter Expert for curriculum updates and development;
- Participates with Program Reviews and accreditation;
- Maintains current knowledge and skills in the fields of firefighting, and personal and professional growth in education, technology, and leadership.

#### **Faculty Oversight:**

- Supports faculty delivering FSD programs and courses;
- Provides input into the recruitment, selection, orientation and development of instructors;
- Leads the delivery of faculty development workshops;
- Monitors and evaluates instructional faculty in the assigned program area.

#### **Qualifications & Requirements:**

##### **Education and Experience:**

- Bachelor's Degree, or equivalent, in relevant academic field (e.g. Fire and Safety Studies, Education);
- Recent (within five years) direct work experience in the field as a Firefighter;
- Certification accredited by Pro Board and/or IFSAC for NFPA 1001 Firefighter II, 1072 Hazardous Materials Operations, 1041 Fire Service Instructor I, 1021 Fire Officer I, or the equivalent combination of training and experience;
- Experience as an instructor delivering Firefighter Training courses;
- Courses or additional training in Adult Education and/or instructional design;
- Work experience as a Training Officer with a fire department is preferable.

##### **Knowledge/Training:**

- Familiarity with learning technologies, and various supervision models;
- Demonstrated proficiency at the intermediate level in Microsoft Office applications, web browser applications, use of mobile devices and Blackboard;
- Excellent organizational and problem-solving skills, with a proven ability to work under pressure while responding to students' requests;
- Demonstrated ability to exercise judgment and sensitivity working with complex issues;
- Excellent interpersonal, written and oral communication skills;
- Demonstrates proficiency with maintaining documentation and record keeping;
- Proven ability to work as a team member, maintaining effective working relationships with the Regional Training Coordinators, Program Manager, Sessional Instructors, and others;
- Ability to travel, when required.

We offer a total compensation package that includes a benefit plan, which includes Extended Health and Dental Benefits after three months, and enrollment in the College Pension Plan upon hire. In addition, we offer 20 vacation days and 10 Personal Days annually (pro-rated in first year), as well as generous other leave entitlements.

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**Salary Range:** \$86,668.40 - \$96,241.60 per annum (Fair Comparison Faculty Equivalent Job Level P3)

**Posting Date:** July 18, 2023

**Closing Date:** August 2, 2023

Please submit a *resume*, *covering letter* and *copies of academic credentials*, quoting Competition #23-XX via email to: People and Culture at [hr@jibc.ca](mailto:hr@jibc.ca)

For more information about this position, please contact: Scott Morrison at [smorrison@jibc.ca](mailto:smorrison@jibc.ca).

Justice Institute of British Columbia believes in creating accessible programming, workplaces and spaces that reflect the community we serve. Our desire is to continue to build an inclusive culture that encourages, supports, and celebrates the diverse voices of our employees and students and where everyone feels empowered to share their experiences and ideas.

We encourage applications from members of groups that have been marginalized on any grounds named under the B.C. Human Rights Code, including sex, sexual orientation, gender identity or expression, racialization, disability, political belief, religion, marital or family status, age, and/or a person of Indigenous ancestry.



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