

**Town of Caledon**

***make a difference***



**Job Title: Public Fire and Life Safety Educator (Permanent Full-Time, Union)**

**Closing Date: March 24, 2025, 12pm**

Town of Caledon is a dynamic municipality that successfully balances urban, rural, and agricultural communities. Our energetic staff are guided by our core values that create an environment for continuous improvement and customer service excellence.

In addition to offering exciting career opportunities, the Town also provides a competitive and comprehensive total rewards package. Come see how you can ***make a difference***.

### **The Opportunity**

Reporting to the Chief Fire Prevention Officer, the incumbent will conduct various activities in support of fire prevention, public education, department goals and objectives, and special projects. Duties include the development and delivery of community fire and life safety education programs, conducting community risk analyses, coordinating fire service participation at special events, programs, etc. Additionally, the incumbent will assist in the development and maintenance of an effective public relations strategy. As the Public Fire and Life Safety Educator, you will perform the following duties, including but not limited to:

- Development and delivery of community fire and life safety education programs and messages including evacuation planning and procedures, fire extinguisher demonstrations, school talks, careers fairs, and public relations presentations.
- Participates in programs and projects including Home Safe Home programming, health fairs, small business seminars, holiday fire safety, children's festivals, high-rise seminars, Emergency Management, Fire Prevention and Carbon Monoxide Awareness Week(s).
- Collects data and prepares regular reports related to the department's Fire and Life Safety Education efforts.
- Writes or supervises the writing of newspaper columns, media releases, public service announcements, and other information.
- Maintains a schedule of varied public interest committees, events and activities and coordinates participation of appropriate staff.
- Prepares instructional and public information programs for use of departmental personnel. Develops and manages public education program scheduling for department operating units.
- Prepares lectures, displays, demonstrations and other special projects.
- Develops and maintains panels, booths, visual aids, and other graphic aids to be used in presentations.



6311 Old Church Road  
Caledon, ON L7C 1J6  
[www.caledon.ca](http://www.caledon.ca)

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- Determines community needs for information. Develops and implements programs designed to satisfy community needs and departmental objectives.
- Assists with managing department's social media efforts
- Performs routine administrative duties such as budget requests, planning, and reports as required.
- Represents the fire department at professional and service functions as assigned.
- Keeps abreast of current and latest trends in risk reduction and attempts to overcome public indifference to fire and life safety.
- Attends work on continuous and regular basis.
- Performs other related duties as assigned.

## The Ideal Candidate

We are seeking a passionate professional with a post-secondary degree or diploma in Fire and Life Safety Education, Teaching, Communications, Social Media Relations, Marketing, Writing, Journalism, Advertising, Education, or related discipline. Our ideal candidate has minimum of three (3) years' experience directly responsible for the delivery of education and/or public awareness campaigns. Additionally:

- Completion of NFPA 1041 Instructor Program,
- NFPA 1031 Fire Inspector Program is an asset, must be willing to obtain it,
- NFPA 1035 Level II Fire and Life Safety Educator Program through the Ontario Fire College or equivalent is an asset,
- BCIN qualifications in General Legal and Fire Protection would be an asset,
- Car Seat Technician certification and Youth Fire Setter Intervention training would be an asset,
- Ontario Fire College or other Fire Prevention related course attendance as required,
- Thorough working knowledge of the Ontario Fire Code.

The ideal candidate will have demonstrated aptitude for fire prevention/inspections and public fire and life safety education. We are seeking an individual with superior verbal and written communication/presentation skills, a demonstrated skills for the delivery of public and life safety education, and excellent interpersonal skills.

The successful candidate must be available to work a flexible schedule, be accessible 24/7 when on-call on a rotational basis for emergency situations. May also be required to work after hours or when deemed necessary to fulfill training needs.

*Satisfactory passing of a vulnerable sector check, and proof of qualifications will be required of any successful candidate(s) for this position.*

*The Town is committed to diversity and inclusivity in employment and welcomes applications from qualified individuals of diverse backgrounds. The Town is an equal opportunity employer that is committed to an inclusive and barrier-free workplace. If your application requires accommodation, please contact People Services at (905) 584-2272 Ext. 4738.*

***Applications for this posting will be accepted until March 24, 2025, 12:00PM EST.***

## How To Apply

To learn more about employment with the Town of Caledon and to apply for this exciting and challenging opportunity, visit: [www.caledon.ca/careers](http://www.caledon.ca/careers)

If needed and upon request, this document can be made available in an alternative format.



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