

Junior FireSmart Coordinator (Temporary, Full-Time) - 1633

Close Date:

June 4, 2025

At the City of Kamloops, we believe in progressive and barrier-free recruitment for everybody every day. This means employment opportunities for all in a safe, inclusive and diverse workplace. We know our city is stronger when we hire qualified individuals from different backgrounds with diverse experiences, cultures and perspectives.

We are focused on creating the highest levels of service excellence, based on an organization-wide community culture that celebrates our employees who make it all happen. We are known as Canada's Tournament Capital and are famous for our hospitality and community spirit, traits that make us a leader! Recreation, sports, arts and culture, health care, social activities, volunteerism, and affordable housing all meld to form a unique blend of big-city amenities with small-town ambience. This is Kamloops!

Let's make Kamloops shine! Join our team today.

Position Overview

Kickstart your career in wildfire prevention and community safety as a Junior FireSmart Coordinator with the City of Kamloops! In this entry-level role, you'll support the planning and delivery of FireSmart initiatives aimed at reducing wildfire risks in local communities. Open to youth aged 18-30, this program provides meaningful summer work experience while strengthening community wildfire resilience. Working alongside an experienced emergency management team, you'll assist with public education campaigns, property assessments, community outreach, and data tracking. This is a great opportunity for someone passionate about environmental safety, community engagement, and learning the ins and outs of wildfire risk reduction. It's a great opportunity to gain hands-on experience and make a real impact.

If you're organized, eager to learn, and ready to make a difference, we want to hear from you!

The successful candidate must have the following qualifications:

1. Completion of senior secondary school or its equivalent.
2. Valid Class 5 BC Drivers License or equivalent.
3. Willing to participate and complete FireSmart Training courses.
4. Strong community engagement skills.
5. Proficient in intermediate Word and intermediate Excel as demonstrated through testing. (70% pass rate required).

For new hires, and for those working in designated positions of trust, including those working directly with vulnerable persons, no formal offer of employment will be made until an applicant completes a police information check. This position will receive 14% in lieu of all benefits, vacation, stat holidays, and health time. This is a CUPE local 900 position.

Please note this is a Temporary, Full-Time position until approximately August 29, 2025. Please note that this position falls under the attached Student Hires Letter of Understanding.

Hourly Rate

\$21.632 (+ 14% in lieu of benefits) = 24.660

Hours & Days of Work

5 days a week (Shifts could be between Monday - Sunday 8:00 am - 4:00 pm)

Hours per Week

35

Please note if you need assistance or have individual needs or requirements throughout the application process, contact the Human Resources Department by telephone, email hr@kamloops.ca or in person at 6-510 Lorne Street so we can better support you.

External job postings are open to everyone. We are an equal opportunity employer and thank all applicants for their interest. Please be sure to review the application requirements of each job you apply for. Only those selected to participate in the recruitment process will be contacted.

Applications are accepted online at kamloops.ca/careers.

Student Hires

LETTER OF UNDERSTANDING

BETWEEN: CANADIAN UNION OF PUBLIC EMPLOYEES LOCAL 900 (The Union)

AND: CITY OF KAMLOOPS (The Employer)

RE: STUDENT HIRES

The parties agree that there is a benefit to supporting student education and agree that, with Union approval, students may be employed at the City of Kamloops.

Prior to hiring a student, the City agrees to determine whether a laid off worker with the required skills could accomplish the project work.

Conditions for student employment:

1. Student hires will be required to become members of CUPE 900 and dues will apply.
2. Work offered will be project work only and therefore will not include vacation, health leave or leave of absence relief, except by mutual agreement.
3. The City will define each project and advise the Union. If the Union does not respond within fourteen (14) calendar days of the detailed written request being received by the Union, or within fourteen (14) calendar days of a meeting to discuss the request, the City may proceed with the student hire.
4. Student workers will not displace CUPE employees.
5. A term of employment shall be less than four (4) calendar months. Students may work more than one (1) term of employment, but terms will not be consecutive. Students will not acquire seniority.
6. Preference will be given to post-secondary students who live in Kamloops, or whose family maintains a residence in Kamloops.
7. Rate of pay will include 14% in lieu of benefits and any future negotiated wage increases.
8. Rate of pay for the term of the 2024-2025 Collective Agreement will be as follows (plus 14% in lieu of benefits)

| Date | % Increase | Pay Rate |
|-----------------|------------|----------|
| January 1, 2024 | 4% + 4% | \$20.800 |
| January 1, 2025 | 4% | \$21.632 |

Original signed June 9, 2004

Updated and signed January 27, 2014

Updated and signed April 17, 2024