



Recruitment Closing Date: May 15th at 4:30 pm

Pender Island Fire Rescue

Summer Student Recruitment

Operations Support Assistant

Pender Island Fire Rescue is in the process of recruiting applicants for two Summer Student positions. To qualify for this recruitment, you must have attended an educational institution during 2016/2017 and plan to attend an educational institution in the upcoming school year, 2017/2018 as a full-time student. The position will be based on a 40-hour work week for up to 16 weeks pending Service Canada approval.

Functions Include:

- Responsible to the Fire Chief while working closely with the Deputy Chief, Assistant Division Manager and the Office Administrator
- Assist with and coordinate fire prevention projects and training events including the delivery of fire prevention education to the public and special groups/events
- Create and implement lesson plans
- Maintain compliance with fire department regulations and test procedures
- Purchase and organize training and fire prevention resources
- Maintain various equipment, buildings and grounds
- Help perform administrative functions and tasks
- Provide customer service and liaise with outside agencies
- Generate a range of correspondence and spreadsheet reports
- Perform data input
- Organize and maintain filing system
- Other related duties as needs require

Required Knowledge and Skills:

- Possess good data entry and typing skills
- Interact well with the public, supervisors, co-workers, and IT support
- Must be able to take direction, multi-task, possess good verbal skills, maintain confidentiality, work well independently or in a team, maintain good work ethics, display sound judgement, and maintain flexibility with work load
- Good organizational skills and task-oriented
- Must be able to work with tools and equipment; some lifting will be required

Desirable Training and Experience

- A minimum of two years' experience with a fire department or a fire department cadet program is preferred
- Office administration experience
- Experience with computer hardware and software
- Word processing and data entry skills

Applications for this recruitment process must be received by 4:30 pm May 15th, 2017.

Please submit your resume to:

Fire Chief
Pender Island Fire Rescue
P.O. Box 61
4423 Bedwell Harbour Road
Pender Island, BC V0N 2M0

Email: administration@penderfire.ca

Telephone: 250-629-3321