



Whitecourt Fire Department

Position Posting

Accepting Applications for: Operations Support & Outreach Officer

Posting Date: March 18, 2025
Closing Date: April 7, 2025 @ 1200hrs

The Whitecourt Fire Department is seeking a dedicated and motivated individual to join our team as a Volunteer Operations Support and Outreach Officer. This key role is responsible for providing direction and supervision to various auxiliary fire department staff, including Operations Support, Fire Prevention Assistants, photographers, and other personnel as assigned. The Officer will play a vital role in coordinating public education programs, maintaining fire prevention resources, and supporting other departmental initiatives and projects as needed.

Primary Duties and Responsibilities

- Provide direction and supervision to Operations Support, Fire Prevention Assistants, photographers, and other assigned fire department personnel.
- Coordinate with officers and personnel to support emergency and non-emergency operations, including scheduling, logistics, and equipment maintenance.
- Plan and execute community outreach programs and educational initiatives to promote fire safety awareness, acting as a liaison with community organizations, schools, and local agencies.
- Maintain accurate records of training, incident reports, and other departmental documentation, and assist in emergency response planning and preparedness activities.
- Prepare reports and regular updates on activities, compiling data and analyzing outcomes to support departmental goals and objectives.
- Support and assist the Fire Department in various administrative, organizational, and communication tasks.

Qualification Guidelines: *The ideal candidate will have the following education and experience:*

- Prior knowledge and experience with Fire Department or Emergency Services operations.
- Proven experience in an administrative or community outreach role.
- Demonstrated ability to provide supervision and leadership to a team.
- Strong organizational and multitasking skills, with attention to detail.
- Excellent written and verbal communication skills.
- Proficiency in Microsoft Office programs and social media platforms.
- Ability to work independently and as part of a team.
- Knowledge of fire safety education and emergency response procedures.
- NFPA 1035 – Fire and Life Safety Educator.
- Valid class 5 driver's license.

Personal Attributes: (Include but not limited to):

- **Leadership:** Demonstrates the ability to lead, motivate, and inspire team members to achieve their best performance, fostering a positive, collaborative, and inclusive team environment.
- **Interpersonal Skills:** Demonstrates excellent verbal and written communication, fostering effective interactions and strong relationships with diverse community members.
- **Problem-Solving:** Shows resourcefulness and creativity in identifying issues, analyzing situations, and implementing practical solutions.
- **Adaptability:** Demonstrates flexibility and the ability to adjust to changing circumstances, priorities, and demands while maintaining performance and composure.

Application Process

Interested candidates are invited to submit their resume and a cover letter detailing their qualifications and experience to fireprevention@whitecourt.ca by April 7, 2025. This volunteer position is open to both internal and external applicants. Applications will be reviewed, and only selected candidates will be invited to an interview.