

FireSmart Coordinator (Auxiliary – Grant Funded)

Cultus Lake Park (CLP) is located approximately one hour east of Vancouver, just south of the City of Chilliwack. The Park is one of British Columbia's most popular outdoor recreation destinations offering golfing, hiking, sport fishing, watersports and much more. This unique, self-supported community is home to approximately 1,500 residents and experiences a high volume of visitors during the summer months.

CLP is inviting applications from qualified candidates to fill one auxiliary FireSmart Coordinator position, funded through the FireSmart Community Funding & Supports Program. This position reports to the Manager of Park Operations and is responsible for supporting wildfire risk reduction initiatives through public education, planning, assessments, and coordination with partner agencies. The role assists management in delivering FireSmart activities in accordance with provincial guidelines, grant funding requirements, and local government best practices.

Position Duties and Responsibilities

The FireSmart Coordinator will:

- act as the primary point of contact for FireSmart initiatives within Cultus Lake Park;
- support the development and implementation of the Community Wildfire Resiliency Plan (CWRP);
- coordinate and/or conduct FireSmart Home Ignition Zone (HIZ) assessments and assist with wildfire risk assessments for park-owned or critical infrastructure assets;
- deliver FireSmart public education, outreach, and community engagement activities;
- coordinate FireSmart events, meetings, and participation in wildfire preparedness initiatives;
- liaise with FireSmart BC, BC Wildfire Service, Fraser Valley Regional District, neighbouring jurisdictions, and community stakeholders;
- maintain accurate records, tracking, and documentation in support of grant reporting requirements;
- assist with interim and final grant reporting and compliance documentation; and
- perform other related emergency management or wildfire preparedness duties, as permitted under FireSmart funding guidelines.

Knowledge, Skills and Abilities

Applicants should possess:

- a) completion of Grade 12 supplemented by post-secondary education or training in emergency management, forestry, natural resource management, environmental studies, or a related field, or an equivalent combination of education and experience;
- b) knowledge of FireSmart principles and wildfire risk reduction practices, or the ability and willingness to obtain FireSmart training;
- c) a valid Class 5 Driver's Licence with no restrictions;
- d) ability to work independently with minimal supervision and manage overlapping priorities;
- e) demonstrated ability to recognize, report, and address safety hazards in both office and field environments;
- f) effective communication skills, including the ability to converse clearly and professionally with staff, contractors, partner agencies, and the general public with courtesy, diplomacy, and tact;
- g) experience with public education, community engagement, or working directly with the public;
- h) ability to complete required training such as WHMIS; and
- i) a satisfactory police information check.

Working Conditions and Terms

This is an auxiliary, grant-funded position, consistent with CUPE Local 458 working arrangements. The incumbent may work up to approximately 1,000–1,280 hours over the term of the funding, depending on operational and grant requirements. Hours of work will generally be scheduled between 8:30 a.m. to 4:30 p.m., and may include evenings and weekends as required. Performance of duties requires travel within the park and working outdoors in varying weather conditions. The incumbent is required to follow all safety practices and procedures in the performance of duties.

The wage rate for this position is \$28.56 per hour, plus 12% in-lieu of benefits. This position is funded through the FireSmart Community Funding & Supports Program and the term will commence as soon as the position is filled, continuing up to November 26, 2026, subject to funding availability.

Application Instructions

Interested applicants are requested to submit a resume and cover letter, outlining how they meet the qualifications for the position.

Please quote Competition #2026-FS-01 and submit applications no later than 4:30 pm Friday, June 12, 2026 in confidence, by email to:

todd.mckay@cultuslake.bc.ca

or deliver to:

Cultus Lake Park
4165 Columbia Valley Highway
Cultus Lake, BC V2R 5B5