



Making a difference...together

# CONTRACT OPPORTUNITY

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**Role:** Deputy Emergency Program Coordinator/POD Program Coordinator – Salt Spring Island

**Service Area:** Planning & Protective Services

**Section:** Protective Services

**Contract Duration:** One year contract; minimum of 2 days/month

**Contract Rate:** Two (2) contract positions available at a rate of \$583.34/month ea.

**Opportunity Ref #:** 19/023

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## **FUNCTION:**

The **Deputy Emergency Program Coordinators/POD Program Coordinators** will assist the Salt Spring Island Emergency Program Coordinator (SSI EPC) by assuming responsibility as Acting Salt Spring Island Emergency Program Coordinator (SSI EPC) a minimum of 2 days per month (each position), and taking a key role in the Emergency Operations Centre (EOC) during a disaster or emergency event.

Reporting to the SSI EPC, the positions shall also be responsible for assisting with the coordination, planning and maintenance of the Salt Spring Island Emergency and POD Programs as they align with the Capital Regional District (CRD) Emergency Plans, as well as developing ongoing community relationships with key stakeholders.

This contract position is ideal for people who are seeking to expand their knowledge and experience in emergency management, leadership, and community engagement.

## **Program Objectives:**

- Act as SSI EPC to provide continuity of coverage
- Assist in the Electoral Area SSI EOC and/or CRD HQ EOC as required and approved within budgets
- Assist in increasing the level of community-based activities (planning, training, POD activities and/or ESS small scale exercises)
- Assist with the regular review of the SSI Emergency Plan ensuring it is up-to-date and aligned with the CRD Emergency Plans
- Assist with the coordination, maintenance, and enhancement of the POD program

## **Qualifications and Experience**

- Familiarity with emergency management in the areas of preparedness, mitigation, response, and recovery
- Familiarity with pager and basic radio operations
- Familiarity with basic computer and email functions
- Ability to work a variety of shifts; potentially including weekdays, weekends, holidays, evenings
- Must possess a valid BC Driver's License

Completion of, or a willingness to complete (as provided by CRD Protective Services):

- Introduction to Emergency Management in Canada
- Introduction to Emergency Operations Centre
- Introduction to Emergency Social Services

Preference granted to those that have experience working/volunteering in emergency/disaster management, emergency preparedness, or emergency services preferably in a local government or military interdisciplinary team environment.

**The successful applicants must reside on Salt Spring Island.**

### **APPLICATIONS:**

**To apply for this exciting opportunity, please submit your resume and covering letter online at [www.crd.bc.ca](http://www.crd.bc.ca) under “[Careers](#)”. Opportunity #19/023.**

If you are unable to submit your application online, applications (resume and covering letter) quoting Opportunity #19/007 may be submitted to Protective Services, Capital Regional District, c/o CRD Human Resources, PO Box 1000, 625 Fisgard Street, Victoria, BC., V8W 2S6; or by fax at 1-250-360-3076; or by email at [hr@crd.bc.ca](mailto:hr@crd.bc.ca).

Applications must be submitted by 4:00pm **February 20, 2019.**